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A Building Program

prepared for

THE SAN FRANCISCO PUBLIC LIBRARY

Submitted by:

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"The creative act in architecture is basically an act of survival against tremendous odds. To give these conflicting and complex concerns form, or style, is not only a challenge of epic proportions, it is the ultimate objective of the art of architecture. When this transformation occurs...it is more than a superior building, it is one of civilization's most notable achievements."

Ada Louise Huxtable
Architectural Critic
<u>New York Times</u>

A BUILDING PROGRAM FOR THE
SAN FRANCISCO PUBLIC LIBRARY

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Introduction

CHAPTER I:
INTRODUCTION

San Francisco is planning a new Main Library facility that is scheduled to open in 1995. When it opens, it will enable the San Francisco Public Library to take its place as one of the premier urban libraries in the United States.

The San Francisco Public Library is one of the most active public library systems in the country today. 405,000 cardholders check out 3,264,000 books annually, 950,000 of them from the Main Library collection. Main Library staff answer 1,300,000 reference questions every year. 2400 people visit the Main Library daily.

"The mission of the San Francisco Public Library is to be the focal institution for public supported access to information and knowledge in San Francisco. Special emphasis should be placed upon meeting the needs of San Francisco's economically and culturally diverse, and multilingual community, utilizing the most up-to-date technologies available."[1]

The current Main Library building, built in 1917 and at capacity in 1944, is ill-equipped to carry out the mission outlined above. It lacks temperature control for preservation of books and archival materials. Popular, high-priority services such as the Children's Department are housed in cramped quarters, with collections kept artificially low due to lack of space. New equipment cannot be added due to the limits of the current building's electrical system. Book storage is at capacity.

A new Main Library facility is urgently needed to enable the staff to provide the caliber of service of which they are capable and that the public expects and needs.

In 1989, San Francisco contracted with HBW Associates, Inc., Library Planners and Consultants, to assist library officials and staff plan for a new Main Library building. The initial phase of the process was a series of community meetings, completed in the Fall of 1989. Those meetings provided the consultants and the library staff with valuable information regarding community needs and how the new Main Library could best address those needs.

Next, HBW staff prepared a draft of the assignable spaces section of the detailed building program which addressed an approach to the deployment of the various Main Library collections.

Concurrently, HBW Associates, Inc. developed a series of suggested stacking diagrams in order to determine if the proposed assignable spaces would "fit" on the Marshall Square site, the location of the new building.

This building program, which is the third step in the planning process, has been prepared to give the design architects a description of space needs, relationships and directions in designing a facility to fulfill the functions of the Main Library. It also serves as a guide for planning the Main Library's future needs through the year 2010.

The program has grown out of the vision and perceptions of library staff and administration, the Library Commission and the public, both library users and non-users. Visits to other major urban public libraries in the United States and abroad has been an important component of the planning process. Library Staff and Commission planning and input was coupled with the experience of the consultants to form the basis of the building program. As each library is unique, this program reflects the specific needs of the San Francisco Public Library and its new Main Library.

Broadly accepted standards within the building industry, library furnishings needs and the library profession have been used in calculating the needs of the building today and in the future. Several library building planning references are included as an Appendix. A second Appendix, General Shelving Planning Guidelines, is also included.

The assignable or net square footage shown in the document represents the San Francisco Main Library space needs to the year 2010. It is anticipated that the proposed facility, by its planning and design for maximum use of technology (see Appendix C, Technological Considerations), and extensive use of compact and high density storage, can and will have a considerable amount of "built-in expansion" which will enable the facility to meet the needs of the San Francisco region beyond the planning threshold of the year 2010.

HBW Associates, Inc. strongly urges San Francisco to plan for and fund the full recommendations of this building program and the site study. If this is not done San Francisco may be faced with having a Main Library facility that will be too small, thus hampering the library's ability to effectively and efficiently respond to the informational and educational needs of the city, the county and the region.

A building program is not intended to be an absolute document, but rather a detailed proposal which outlines the needs and concerns to be considered by the architects and planning team in the designing process. Subsequent sections of the program describe the unique requirements for a public library facility. Concerns of lighting, air conditioning and heating, floor loading requirements and energy conservation, as well as maintenance needs, are reviewed. Section V presents a detailed description of each function or assignable space within the Main Library building. The description of each space covers the particular environmental and engineering needs as well as a general listing of furniture and equipment and the planned staffing levels for the described function.

First and foremost, the new San Francisco Main Library will be an increasingly important information and education center for the city, and the greater Bay Area region. This building program provides the basis to create the appropriate environment and setting for such an important role.

The Main Library is the City's most effective institution for providing its citizens with the knowledge and information they need. Through its resources, individuals of all ages, cultural backgrounds and education resources, have ready access to their social and literary heritage as well as the opportunity to pursue intellectual, personal or professional goals.

As the library system's central facility, the Main Library provides service on several different levels. First, it is charged with serving all San Franciscans, both directly and as the backup resource for all the City's branch libraries. Second, it acts as a branch itself, serving the needs of the citizens who live and work in the neighborhoods that surround the Civic Center. Third, it plays a regional role in the Bay Area library community, serving as an in-depth resource in several areas of specific

interest to San Franciscans. The Main Library serves as the library's communications center by developing and expanding the network that supports online access to all the books and other materials the Library owns, as well as community information and other resources.

The Main Library serves all San Franciscans in the following ways:

o   By providing high-quality reference service across a broad range of subjects, exemplified by the Reference Department with its broad-based collections, extensive information resources designed to assist students of all ages and its special reference collections that highlight the City's multicultural heritage. It is seen also in the Telephone Reference service, providing quick answers to questions called in from all over San Francisco in the online reference service and in the numerous guides, databases and directories to information needed by the community that its staff compiles.

o   By providing support to the branch libraries. This includes developing major circulating collections of both fiction and non-fiction, of books in languages other than English, and collection of records, tapes, compact discs and videos, all of which back up the collections in the branch libraries. it also means building and maintaining an online catalog that lists all the Library's books, magazines, videos, government documents, records, audiotapes and archival materials, accessible through computer terminals in every branch library as well as from home, school and office computers.

The Main Library serves the people who live and work in the Civic Center area in these ways:

o   By providing a large, attractive, easily accessible browsing collection of new and popular books.

o   By offering a wide range of books and other materials for children as well as an active, multifaceted array of children's programs.

o   By offering films and other library programs for adults.

o   By maintaining substantial collections of books
      and other materials in languages other than
      English, as well as a Newcomers' Help Center, to
      assist San Franciscans who have recently arrived
      from other countries.

   The Main Library serves as an in-depth resource in the
following areas:

o   The <u>Art and Music Department</u> provides service to
      the cultural community, particularly in the areas
      of the performing and visual arts.

o   The <u>Center for the Book</u> houses and displays the
      Library's special collections of rare and valuable
      books and serves as a center for scholars in the
      humanities.

o   The <u>Business/Technology Center</u> provides
      specialized service to the City's business
      community, to individual entrepreneurs and to
      business firms as well as to investors and job
      seekers.

o   The <u>Government Center</u> provides service to people
      who need legal or governmental information as well
      as access to information found in government
      publications and documents.

o   The <u>San Francisco History Archives</u> collects and
      makes available books, documents, photographs and
      archival materials that illuminate the history and
      cultural life of the City.

o   The Library's <u>Service to the Blind and Visually
      Impaired</u> maintains a large collection of recorded
      books as well as numerous devices that transform
      the printed word into Braille, voice-output and
      other forms that the blind can use.

o   The Library's <u>Service to the Deaf and Hearing
      Impaired</u> maintains a large book collection
      pertinent to the needs of the deaf community as
      well as a closed captioned video collection.

The new San Francisco Main Library facility must be designed to house and support all of these ongoing services and at the same time provide the necessary flexibility to respond to emerging library information services. The technological environment and transition to an information-based society is providing many new opportunities for telecommunications and computerization which affect the library. These changes include increased availability of and access to information far beyond the printed page. The provision of these new sources of information is also stimulating increased use of traditional library materials, including books, which will continue to serve a primary information function in the library.

The design and physical arrangement for the new Main Library building must accommodate a diverse range of services as suggested by the following typical uses:

o   High school students searching printed and computerized database indexes in the Reference Department to find articles to use in their school reports;

o   A busy Civic Center worker on her lunch hour finding a book she saw reviewed in last Sunday's San Francisco Chronicle;

o   A business person in the Business Center reviewing the journal article citations obtained from an online database search;

o   A group from the Tenderloin Senior Center browsing the audiotape collection in the Audiovisual Department;

o   A group of preschool children enjoying a puppet show in the children's program room;

o   A senior perusing her favorite financial advisory letter before making an investment decision;

o   A mother discussing homework strategy with her son in a library study room;

o   The staff of the Government Center conducting a planning session in the department's meeting room;

o   A reading and discussion group meeting in a Reference Department meeting room;

o   A literacy student and her tutor working in a
    library study room;

o   A Victorian homeowner tracing the history of his
    home in the files of the San Francisco History
    collection;

o   A local poet reading from his latest work to an
    audience gathered in the meeting room;

o   A docent leading a library tour group;

o   A father and daughter practicing Spanish in a
    study room in preparation for a family vacation;

o   A young mother and her twin babies clapping and
    singing at a lapsit storytime in the Children's
    Room;

o   An artist reviewing the latest art journals in the
    Periodicals Department;

o   Two patrons at the Reference Desk - one requesting
    information on the next California Proficiency
    Exam, the other asking for the latest Blue Book
    price for his car;

o   A musician searching for a choral score needed for
    an upcoming recital;

o   A recent arrival in the City using a microcomputer
    in the Business Center to produce his resume;

o   A patron picking up books requested through the
    library's Interlibrary Loan service;

o   A blind patron translating a letter from his
    nephew on the braille output device in the Library
    for the Blind;

o   A tourist enjoying a calligraphy exhibit in the
    Gallery;

o   A deaf person picking up an important message sent
    via the Library's TDD machine.

o   A traveling businesswoman selecting a bookbag for
    her daughter in the Gift Shop;

o   A family having recently arrived from Southeast
     Asia getting tapes to learn English at the
     Newcomer's Help Center;

o   A person sitting quietly at a table reading a
     book.

This building program for the new San Francisco Main
Library incorporates the successful features and experiences
of numerous other library facilities as they apply to the
unique needs of the city and county of San Francisco and the
surrounding region. It describes the type of new facility
required to provide the educational, cultural and
informational needs--both present and future--of the
residents and businesses of San Francisco and the
surrounding area. It provides the details necessary to
achieve a building that is functional and cost-effective to
operate. The program will also assist in a building design
that is easy for the public and staff to use, and that will
position staff at service points convenient for the users.

The resulting Main Library facility should reflect a
commitment to public service through the provision of a
functional, flexible building. It should be operationally
cost-effective in terms of layout that minimizes library
staff and maximizes energy conservation. It should also be
responsive to changing service needs and designed for future
expansion via technology and storage systems. It should be
a secure building--secure for users, staff and materials.

The San Francisco Main Library is an important
informational, educational and cultural institution. The
new building's design must reflect the dignity and
excitement associated with these functions.

CHAPTER II:
THE SAN FRANCISCO PUBLIC LIBRARY

"The recommended mission for the San Francisco Public Library is to be the focal institution for publicly supported access to information and knowledge in San Francisco. Special emphasis should be placed upon meeting the needs of San Francisco's economically and culturally diverse, and multilingual community, utilizing the most up-to-date technologies available."[1]

Service priorities were identified through community and staff focus groups[2] in November, 1989, and through Administrative Team discussion in October, 1989. Four major priorities were identified. They were:

1. The Main Library should provide service on several different levels;

    o   To the residents of the neighborhoods surrounding the Civic Center area, particularly through service to children, high-visibility browsing collections, and services and materials for people who speak languages other than English,

    o   To all citizens of San Francisco, both directly and through provision of backup support to the branch libraries, and

    o   To Bay Area residents in certain subject areas, by serving as a regional resource in some areas and cooperative agreements with other Bay Area libraries.

2. The Main Library should develop and enhance its services to specific groups within the community, including but not limited to;

    o   Children and service-providers to children,

    o   Young adults and students,

    o   Businesspeople and investors,

    o   Ethnic communities and new residents,

- o   Literary community and publishers,

- o   Cultural and arts communities,

- o   Government officials and those who need help dealing with government,

- o   Blind and visually impaired, and

- o   Deaf and hearing impaired.

3.   The Main Library should use these guiding principles to organize its collections and services;

- o   Simplicity,

- o   Flexibility,

- o   Openness and transparency to the user,

- o   Consistency,

- o   Self-service, and

- o   From the user's point-of-view.

4.   The Main Library should take advantage of available technologies to maximize access to and ease-of-use of its services and collections.

From the Mission Statement and the resulting meetings and analysis a conceptual model for organizing the new San Francisco Main Library evolved. From the concept model the detailed building program resulted.

References:

1..   From the Strategic Plan of the San Francisco Public Library.

2.   The community and staff focus groups were held Fall, 1989.

New Main Library:
A Description of the Spaces

CHAPTER III:
NEW MAIN LIBRARY:
A DESCRIPTION OF THE SPACES

FIRST FLOOR

Entrance/Lobby

There will be from one to three public entry points to
the building on the first floor. All will be outside the
book security gate. It will include space for entering the
building, exhibits and displays, access to the meeting
rooms, the gift/book shop run by the Friends, The Friends'
office, public telephones and public restrooms.
Multilingual, self-service directional guides to the
building will be placed in this area as well as "tickertape"
electronic announcement boards. A security post for the
guards will be located in this area adjacent to the book
security gate. The security post will include a closed area
for storing lost & found items, first aid supplies and
holding miscreants.

Gift/Book Shop

This shop will be run by the Friends of the Library.
It will feature Library publications and publications
associated with the City, gift items produced from or
featuring items in the Library's collections and other
items.

Friends of the Library

This will include a service counter and office area for
the Friends. This will also be the starting point for
building tours.

Check Out/Registration

This will be a public service desk at which is handled check out and return of the Main Library's circulating materials as well as library card registration and handling of patrons' problems about overdues, lost cards, etc. There will be 7 online terminals at the desk that staff will use to perform these activities. These terminals, part of the online system, will be flexible; staff will be able to easily move from one function to another (e.g., from checking out a book to checking on the status of a reserve). In addition, there will be a conveyor system that moves returned items from this area to a closed sorting area. The Library will have an exterior book drop that patrons may use to return their books and videos.

Children's Services

This area will be more than twice as large as the current Children's Room. It will serve the children who live in the Civic Center area as well as serve as a magnet for groups of children throughout the City. It will include programming space specifically for children's events, both story hours and crafts activities. This area will also be close to the meeting rooms so that events for large groups of children (150+) can be conveniently held there. It will provide service to children from babies and toddlers through junior high as well as serve the needs of parents, child care providers and adults interested in children's literature. It will include access to the historical collection of juvenile literature, an area for playing games (e.g., chess) and a cluster of computer terminals and AV equipment (the "electronic discovery center").

First Stop Reference

This will be the Library's front-line information service desk, managed by the Information Services Department, staffed by a mix of librarians and library paraprofessionals. It will have a ready reference book collection and will handle the brunt of walk-in patrons' inquiries. The staff here will handle maintenance and display of community information materials (e.g., Muni schedules), as well as provide assistance to patrons using the online catalogs and the browsing collection. A service counter for Interlibrary Loan and Reserved Book pickup will be located adjacent to this service desk.

Online Catalogs

20 online catalogs will be placed adjacent to the First
Stop Reference Desk on the First floor. Additional smaller
groupings of online terminals will also be placed in all
public service departments throughout the building. The
First Stop Reference staff will assist patrons with the
catalogs on the first floor and direct them to the
department shown as holding the item they want.

Browsing Collection

This area will be the place where most of the Main
Library's new books are housed during the first few months
after they are added to the collection. It will also
contain rotating displays of hot-topic, high-interest books,
maintained by staff from the Reference Department as well as
displays of in-demand books in languages other than English
and young-adult books. The shelving in this area will be a
mix of regular, spine-out shelving, "bookstore-type" face-
out shelving and paperback display racks. It will contain
books only, not AV materials. There will be little seating;
this is an area for wandering rather than for sitting.

Deaf and Hearing Impaired Services

This will be the Library's service area for the
deaf/hearing impaired community. It will include both a
book and video collection pertinent to that community. It
will include TDD equipment, round tables for small groups of
users and individual carrels. It will have easy access to
the circulating audiovisual collection on the 3rd floor,
where the "recreational" video collection will be housed.

Project Read

This will be the Library's literacy program office and
first point of service. Literacy tutoring will go on
throughout the building, particularly in the small study
rooms, as well as at Branch Libraries and other sites
selected by student/tutor pairs. This area will serve as a
place to interview prospective students and tutors, maintain
the literacy book collection, prepare mailings and handle
other office activities connected with the program. Tutor
training sessions will take place in the Library's meeting
rooms.

SECOND FLOOR

Reference Department

This is the Library's central reference department. It is responsible for providing information services in all subjects except those covered by the following specialized departments: Business/Technology, Government, Art/Music, SF History, Center for the Book, Fiction/Languages. It includes reference and circulating materials in philosophy, religion, psychology, sociology, education, linguistics, science, literature, history, biography (Dewey categories: 000, 100, 200, 300-319, 360-379, 390-399, 400, 500, 800, 900). It will include a study center area that offers students of all ages a concentrated collection of materials to support their work. It will also include special reference collections that highlight and support research in the ethnic diversity of San Francisco, including Black studies, Hispanic heritage, Asian-Pacific cultures and Native-American studies. It will also house the out-of-town telephone directories. Staff in this department will work closely with First Stop Reference and Telephone Reference staff to develop a unified, consistent provision for basic information service to all patrons.

Fiction/Languages

This department will provide help to patrons using the Library's fiction collections, including science fiction, mysteries, large print and young adult books. It will also help patrons looking for books in languages other than English. There will be a primary reader's advisory desk, as well as service desks for YA specialist and for "newcomers' help". A reference collection of ESL books, videotapes and cassettes will be located here, to complement the circulating ESL materials in the Audiovisual Department. The Library's collection of young adult books will be housed here as a separate block of shelving.

Study Rooms

2nd - 5th floors

The rooms will be glass-wall enclosed spaces for 1 to 2 users, for varied purposes (e.g., literacy tutoring, volunteers reading to visually impaired, quiet study by students or scholars).

THIRD FLOOR

Art and Music Department

This area will provide service in the areas of visual and performing arts as well as sports and recreation. All reference and circulation materials in the Dewey 700s will be found here. The music scores and sheet music collections will also be located here. Space will be included for storage and use of various collections of photographs, art reproductions and other images on videodisc and microfiche (an "image library"). There will be space for a reference collection of audio (records, CDs, tapes) and video materials with limited listening and viewing equipment. The circulating Audiovisual collection will be adjacent to this department.

Audiovisual Collection

This area will be the place where the Library's circulating audio and video materials are housed. Formats will include video, phonograph records, audiocassettes and books on tape, compact discs, ESL audio and video materials and picture file materials. It will be a self-service area: security targets will be attached to each item so that patrons may browse through the currently available, select something to check out and carry it to the check out desk on the first floor. There will be listening and viewing booths located in this area with support staff present to oversee their use. Each reference department will also have space for AV "reference collections", as appropriate, as well as designated listening and viewing equipment for that material. For recreational listening or viewing, however, patrons will need to use the equipment in the Audiovisual Collection or check out an item for home use. In addition, hearing impaired patrons may view videos in the Deaf Services area and visually impaired patrons may listen to audio materials in the Library for the Blind area.

Periodicals/Microforms Department

This will be the display and reading area for the Library's periodicals, both current issues and backfiles. Titles vulnerable to theft or vandalism and non-current unbound issues of periodicals will be kept in a secure area and paged. There will be space for open shelving for 5 year backfiles of bound volumes as well as for microfilm and fiche backfiles; emphasis will be placed on moving to microformat backfiles of as many titles as are appropriate for retention in this format. The balance of the backfiles will be shelved in closed stacks, both on the 3rd floor and on the lower level.

Special & directory issues of journals, most periodical indexes, financial services and other items that are needed for reference work will be housed in the appropriate specialized departments. Special care will be taken to retain and strengthen the ties between this collection and the Reference and Specialized Departments. All periodical titles, however, including government document periodicals, will be found on the third floor. This department's central location will provide good vertical adjacency to the Reference Department and specialized departments on the 3rd & 4th floors.

This area will include 20 microform reader/printers, numerous CD-ROM periodical indexes, such as InfoTrac, multiple microfilm full-text services, such as the Magazine Collection, and a cluster of photocopy machines. There will also be copy machines in other public service areas.

This area will also house newspapers, both current issues and backfiles.

Periodicals processing will take place in Technical Services.

FOURTH FLOOR

Business/Technology Center

This area will provide service to the business community, to both business firms and individual entrepreneurs, to investors and to job seekers. It will include reference and circulating materials in the areas of management and investments, economics, commerce, trade and industrial technology both in the U.S. and international (Dewey categories: 330, 380, 650), as well as company annual reports and corporate directories. Financial services and business periodical indexes will be found here, in both print and electronic formats. This area will include public-use microcomputers.

Government Center

This area will provide service to people needing legal or governmental information as well as access to information found in government documents. It will include reference and circulating materials in the areas of political science, law and public policy and administration (Dewey categories: 320s, 340s, 350s). It will include agendas and minutes of City boards and commissions and all information by and about San Francisco city agencies. It will administer the documents collections of the City and County of San Francisco located on the Fifth floor. It will include State of California, U.S. government and regional governmental bodies' documents. At least 25% of the total documents collections in print format will be housed in closed shelving here; the balance in closed stacks on the Fourth floor and the lower level. All documents in microformat will be shelved here.

The Library's municipal reference service (the San Francisco Connection) will be adjacent to this area.

FIFTH FLOOR

San Francisco Archives and History Room/Center for the Book

This area will house and provide access to the Library's special collections of rare books and archival materials, including San Francisco City and County documents and historical materials. It will include a small lobby with a theft security system and lockers for visitors. It will include open reference shelving, a closed stack area, a vault, storage space for archival materials and a museum-quality gallery and exhibit area, as well as a Map Center and all documents published by the City and County of San Francisco.

Library Administration

Office space will be provided for the City Librarian, Assistant City Librarian, Chief Librarians and their Assistants, Coordinators of Adult and Children's Services, Secretary to the Commission, Accounting, Personnel, and Library Foundation staff. The area will include an interview room for personnel oral boards and a training room as well as conference room space.

Staff Rest Area and Kitchen

Area will include lounge area and enclosed kitchen for staff; lounge seating; dining tables; vending machines; sick bays; restrooms with showers, a fitness center; perhaps a secure outside patio area on the roof.

LOWER LEVEL

This meeting room space will be designed to accommodate up to 400 people. The space will be dividable into three rooms, as needed, to accommodate smaller groups. The primary purpose of these rooms will be for Library-sponsored programs and events, public meetings, workshops and training sessions; it will not be primarily for performances. It will be designed for maximum flexibility, with video and sound projection capabilities, raised platforms for speakers, an adjoining serving kitchen with pass-through counter and anteroom space with restroom facilities. The Library Commission's meetings will take place here as well as Friend's receptions. See also description of TV/Sound studio below.

Telephone Reference

This service, managed by Information Services, will handle all incoming public inquiries, other than those dialed directly to a specific department. It will field calls and refer questions to appropriate departments if the answer is beyond the scope of its resources. It will have a defined, limited collection of reference materials as well as online catalog terminals at hand. It will be protected from walk-in public access and could be placed almost anywhere in the building, although placement on the Lower Level will give it vertical adjacency to the First Stop Reference area.

Blind and Visually Impaired Services

This will be the Library's primary service area for the blind and visually impaired community. It will include a large public access browsing collection of audiotapes and "flexible records", the popular mail-out tape service and a variety of devices that transform the printed word into formats useful to blind and low-sighted people. These devices will include voice-output print enlargers, Braille-encoders and optical scanners. Care will be taken to provide raised tactile directional surfaces throughout the building, low-traffic entryways and effective signage to ensure easy, safe access to the collections as well as convenient access to other services of the Main Library.

Technical Services

Area will include acquisitions, periodicals processing, cataloging, bindery preparation, preservation and conservation.

Computer Room

This includes space for the CPU of the Library's integrated online catalog and automated network as well as office space for the MIS Manager and Microcomputer specialist. Space for maintenance and repair for computer and electronic equipment will be adjacent.

Media Production/TV and Sound Studio

Space will include a cable TV and sound studio for taping and recording of programs and events, a workroom that includes computerized and electronic audio/video/graphics capabilities, a photographic darkroom, print shop, graphic artist space and adjacency to equipment repair area.

Closed Stacks

These stacks will house the balance of collections in compact storage; each above-grade floor will also have some portion built to carry compact storage, as well.

Extension Services

This area will include the Branch Room, including Branch services support and the Jails Project.

Mail Room/Delivery/Supplies

This space is for the entire Library System. Will include spaces for sorting and storage of books being transferred between facilities, books in transit and books being withdrawn from the collection.

Security Office

A guards' office and changing room as well as possible camera surveillance monitors will be included here.

Main Library Building Program: Exterior Considerations

CHAPTER IV:
MAIN LIBRARY BUILDING PROGRAM:
EXTERIOR CONSIDERATIONS

This section of the building program describes those elements of planning and design which are usually associated with the exterior of a building, or the site for the building.

LIBRARY SITE

The new San Francisco Main Library building will be located on Marshall Square, in the Civic Center across from the site of the existing facility. The site will allow a building "footprint" of about 62,500 square feet. A map of the site is included as an Appendix.

The new building must be planned to respect and respond to the different ordinances that govern this section of San Francisco and the Civic Center.

Coordinated planning for the new San Francisco Main Library, the adjacent building which will become the new home for the Asian Art Museum and other structures within the Civic Center and the surrounding area must all be carefully studied.

The Main Library building must be oriented and planned to take maximum advantage of the Civic Center and its environment. Users and staff should be afforded vistas integrating the interior with the setting.

SIZE AND GROSS SIZE

For purposes of general planning, it can be assumed that 20 percent to 30 percent of a typical library building will be used for unassignable spaces required for walls, partitions, stairwells, electrical or mechanical chases, mechanical rooms, heating, ventilating, air-conditioning (HVAC), an electrical equipment room(s), public and staff rest rooms, security monitors, custodian's closets, maintenance/cleaning closets and similar areas. The balance of the space, or the usable space, is referred to as the net assignable space (nasf, e.g. lobby, meeting rooms, reading

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The Main Library building must be oriented and planned to take maximum advantage of the Civic Center and its environment. Users and staff should be afforded vistas integrating the interior with the setting.

SIZE AND GROSS SIZE

For purposes of general planning, it can be assumed that 20 percent to 30 percent of a typical library building will be used for unassignable spaces required for walls, partitions, stairwells, electrical or mechanical chases, mechanical rooms, heating, ventilating, air-conditioning (HVAC), an electrical equipment room(s), public and staff rest rooms, security monitors, custodian's closets, maintenance/cleaning closets and similar areas. The balance of the space, or the usable space, is referred to as the net assignable space (nasf, e.g. lobby, meeting rooms, reading

and bookstack areas, circulation desk, staff workrooms, etc.). The combination of both unassignable and assignable areas equal the building's gross or total size (gsf). The smaller the percentage of unassignable space in the building, the more efficiently planned the building.

This building program for the new San Francisco Main Library proposes a 75 percent efficient building. Section V of this building program statement describes each assignable space.

BIKE AND CYCLE RACKS

Provide low-profile racks for bicycles and mopeds with provision for securing them with chain locks. Ribbon rack - type, or similar devices, are preferred.

FLAG POLES

If flag poles are required for the new Main Library, provide lighted flagpoles sufficiently large to accommodate the flags of the United States, California and the City and County of San Francisco. To fly the flags every day and to eliminate staff time handling the flags, provide special, automatic, electronically-operated, flag-storing standards. These special flag pole standards are operated by a photoelectric cell installed on the standard that raises and lowers the flag at dawn and dusk. The pole can also be operated electrically by remote control and can be programmed to fly the flags at half-mast.

LANDSCAPING

Plan the building site (and parking as required) to take maximum advantage of the site. Enhance the setting with the use of appropriate materials for walls, walks and planters. Utilize vandal-proof materials and construction. Give special attention to drainage planning for the total site. Include a sprinkler system for planted and natural areas on the periphery of the building, drives, contiguous areas (and parking area as required). Use easily maintained, drought-tolerant, plants, shrubs and ground covers in planted areas. The landscape plan must minimize the opportunities for lounging, sleeping, smoking, etc. around the exterior of the building.

Consideration should also be given to the integration of works of art in the landscape planning (see Chapter V).

LIBRARY HOURS OF SERVICE

The Main Library facility will be open to the public more hours per week than will the branch libraries of the San Francisco Public Library system. The building will be open more hours than most other types of public service buildings. It will be used and visited by more persons--of all ages--than will any other public facility in the area.

The new Main Library will be open 7 days a week, at least 63 hours per week. It will be open Monday through Thursday from 10 a.m. to 9 p.m., Friday from noon to 6 p.m., Saturday from 10 a.m. to 6 p.m. and Sunday from 1 p.m. to 6 p.m. An estimated 3,000 to 6,000 persons are expected to use the new Main Library on a typical day.

NEWSPAPER VENDING RACKS

Provide for an attractive means to accommodate newspaper vending racks. Confer with local building and/or licensed officials regarding requirements, restrictions, etc.

PARKING

At the present time (Spring 1990) plans for parking in the Civic Center area have not been finalized. There is a definite need for some library parking.

PUBLIC ENTRANCE

Locate the entrance for easy visibility for persons approaching the building. The plan may include more than one entrance into a building foyer, but there <u>must</u> be only one public entrance and controlled exit point into the space where the library collections are housed.

SECURITY PLANNING

Design the site plan to help insure safety for library users and staff, and security for the library building and its extremely valuable collections. Include the following considerations:

o   Plan low-profile landscaping for the approaches to the library entrance (and the parking, as required).

- o   Avoid landscaping, retainer walls and other exterior elements that may block the sight of the library entrances and windows.

- o   If possible, orient the building to provide staff with the visual control of the approaches to the library.

- o   Eliminate the use of rocks in the landscaping as they present an attractive opportunity for vandals to break windows and damage the building.

- o   Provide adequate, vandal-proof lighting (on high standards with protective covers) for the approaches to the library (and the parking area). Include an automatic timer to maintain security "night lighting" in sensitive areas when the building is closed. Avoid intrusive lighting for adjacent neighborhoods.

- o   Orient the library entrance and interior areas to provide a vista into the library when the building is closed.

Also see Chapter V, Security Systems, and Appendix.

SIGNAGE

Provide lighted, vandal-proof signs, visible from all major approaches, identifying the Main Library. Exterior signs must be in compliance with City and County of San Francisco sign ordinance(s).

STAFF ENTRANCE

Provide a separate staff entrance into the building. Include an intercom from the staff entrance to the Security Office. Provide an electronic card security system at the staff entrance. Include a security peep-hole in the door. Provide a semi-enclosed windbreak/overhang for protection during inclement weather.

TRAFFIC PATTERNS

The placement of the building on the Marshall Square
site must be planned to include vehicular and pedestrian
approaches, entrances and exits, and drop-off parking for
automobiles, buses and cycles. Planning must be in
conformity with the City and County of San Francisco
building code to afford safe, well-lighted, easy access for
persons of all ages at any time. Provide angled rather than
straight-in parking. Provide sidewalks from all entrance
points to the front entrance of the facility.

WATER AND POWER OUTLETS

Provide sufficient water and power outlets of a tamper-
proof design. Provide recessed, locking hose bibbs with
built-in drain and vacuum breaker.

Library Building Program:
Interior Considerations

Library Building Program: Interior Considerations (continued)

CHAPTER V:
LIBRARY BUILDING PROGRAM:
INTERIOR CONSIDERATIONS

This section of the Building Program for the new Main Library of the San Francisco Public Library is intended to provide the design consultant with several general interior considerations that the programming consultant (HBW Associates, Inc.) believes are important for a library facility that strives to be functional and cost efficient to operate. The design consultant will, of course, be able to adapt as appropriate in order to achieve a building scheme that is responsive to the total needs of the San Francisco Main Library.

Upon entering the lobby or foyer, users and visitors should be able to easily discern the major areas of the library they are seeking such as the Check-Out/Registration Desk, online access public access catalogs (OPACs), a new books area, the Multi-Purpose meeting room, the Friends of the San Francisco Public Library, Children's Services, etc. with a minimum of time and staff assistance. This can be accomplished through a combination of lighting, traffic patterns, furnishings layout, and effective signage and graphics. The signage and graphics should guide persons to the major areas of the building and provide detailed information about the respective areas when they are reached (see Signage and Graphics).

The building will be an active space with more noise than generally presumed for the high traffic areas that will be alive with the movement and activity of users and staff. It is important that first time users and infrequent users not be overwhelmed upon entering the building. Rather, the library's environment and ambience--especially the foyer and interior entrance to the building--should be designed to convey an inviting sense of warmth and organization. Users and visitors should feel welcomed upon entering. They should be able to become acquainted with the building's interior at their own pace. Some users may choose to utilize the signage and to make their own way to the area of their choice without assistance; others may seek staff help immediately. Children and student users should also be able to recognize their areas of the library by the furnishings and the use of colors, light and graphics.

Special attention should be given to eliminating and/or minimizing real and psychological barriers to service such as desks, counters, electronic security systems, rails and other physical masses. While desks, counters, screens, partitions, etc. are necessary, give consideration to the design, configuration, color, texture and use of light that relates these to "human scale" and the provision of service.

The office area of the building should receive the same attention, bearing in mind that the staff who work here will typically spend 40 hours per week in the building on a Monday - Friday (or Saturday), 8:30 a.m. - 5:30 p.m. schedule.

ACOUSTICAL TREATMENT

Noise and noise factors are of special concern in the public library. The new Main Library will be used daily by an estimated 3,000 to 4,000 persons who will be studying, attending programs, viewing exhibits, picking up materials, as well as many who will be using the library for long periods of time. Section VI of this program describes the individual Assignable Spaces in the building and calls out the special environmental considerations, including acoustical considerations. By locating some spaces with activities requiring special concentration out of the high traffic or noisy areas, the overall noise level of the building will be improved.

BARRIER-FREE DESIGN

Public libraries serve a broad spectrum of the community, including persons with permanent and temporary handicaps (it has been estimated that 25 percent of the total population is handicapped), persons young and old without the strength to open doors, persons without eyesight or with limited eyesight who depend on special braille instructions and audible signals for elevators, hearing-impaired people who depend on visual signals, etc. Design consultants (and interior design consultants) have, for years, sought to design buildings, especially public service buildings, to be barrier-free, to provide the same opportunities for access and use for handicapped persons-- users and staff--as are available for every able-bodied resident. Many levels of government--federal, state and local--now provide standards and building codes to help remove these barriers. The library and other buildings and furnishings industry have moved to provide new technology, equipment and design features to meet these standards and codes. Barrier-free design directly benefits all users,

including the handicapped, by improving the general usability and safety of the building: doors are easier to open, and there are fewer tripping and falling hazards; elevator controls are lowered for access for a person in a wheelchair. This type of planning is especially important for the future inasmuch as an estimated 25 percent of the national population will be 80 and over by the year 2000.[1] The design and the interior design consultants are referred to three publications:

1. ANSI, Specifications for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People; American National Standards Institute 1980.

2. <u>Serving Physically Disabled People; An Information Handbook For All Libraries</u>, Bowker, 1979, by Ruth Velleman.

3. <u>The Guide: Making Accessibility Affordable, Facilities Evaluation & Modification Guide</u>, Compliance Assistance Service, 1985.

BOOK RETURN

Provide a return drop for 24-hour return of books. <u>If possible</u>, design the Book Return so that it can be accessed by a person in an automobile. Use Mosler depository model 112SD or equal book drop. The book drop should be about three feet above ground level on the exterior to facilitate the return of books. The door will open into the book drop room approximately 15 inches above a "chute" that will allow the books to fall gently on a roller-system to a room below (see Space L1.5 in the Assignable Spaces section of this program). Provide for a separate slot for the return of videocassettes.

Provide a floor drain in the book drop room. It should be properly identified by signage. The book return should admit returned materials via a built-in unit with a drop vent to prevent liquids or inflammable materials from dropping off the end of the return chute. The returned books <u>must</u> be housed in a two-hour fire-rated, enclosed room. Install a smoke/heat alarm system and an automatic fire extinguishing system.

An exact drawing of the interior and exterior placement of the book return depository is to be submitted for approval.

CONTROL WITH MINIMUM STAFF

The library and furnishings layout must be planned to provide considerable visual control of the several building spaces and areas with minimal staff. Give special attention to the visual control of entrances, exits, public rest rooms, meeting rooms, the spaces for children and the small study and meeting rooms.

DRINKING FOUNTAINS

Provide drinking fountains designed for adults, children and the physically handicapped. Locate the drinking fountains adjacent to the public and staff rest rooms. Push-plate operation, preferably hand-operated, is suggested. Consider a unit that directs water back into the fountain housing mounted on the wall to prevent overspill. Provide a water fountain in the staff workroom. Do <u>not</u> provide floor-mounted units.

ELECTRIC CLOCKS

Provide electric clocks at strategic locations in the lobby, public service areas, meeting rooms, workrooms and offices. Consider a facing with date/day-of-week, plus time of day. Consider conventional or "number face" rather than digital clocks. Consult staff regarding the final placement of all clocks.

The clocks should be connected to the uninterrupted power source. Consider a display of clocks on the 1st Floor that would give the time in different Pacific Rim and/or worldwide cities.

ELECTRICAL OUTLETS

A minimum of one outlet is recommended for every 30 to 50 square feet of floor space. The outlets must be tamper-proof with regard to children. See the individual assignable areas for other special requirements.

ENERGY CONSERVATION

The new Main Library of the San Francisco Public Library will probably be standing 50 years from now, in the year 2040. It is imperative that the building be planned and designed for energy conservation. This calls for careful consideration of both passive and active energy conservation. The initial cost of these conservation features may increase the building cost, but the actual "life-cycle" costs over the usable life span of the building may outweigh these initial costs and result in long-term savings. Discussions should be held with local energy company(ies) to make sure that all possibilities are considered. A "life-cycle" report should be prepared by the design consultant for review by the Owner prior to the completion of the developed design.

ENERGY DISTRIBUTION AND AMPERAGE REQUIREMENTS

Modern public library service and work equipment requires a plethora of communication and power support receptacles. Word processing systems, electronic mail, CRTs for online circulation and cataloging systems (OPACs), commercial database(s) accessing, CD-ROM terminals, task lighting, photocopying machines and other devices that have to be plugged into something to make them work--all have energy requirements.

In addition to electric power, the use of automated systems necessitates use of extensive cable links between the many CRTs, the mainframe of the CPU, OCRs, printers and other terminals located hundreds of feet or miles away. The objective of power and communication circuitry design is to deliver outlets and receptacles precisely to the actual point of need. Location of work areas can be compromised by limited availability of connections for energy and telephone circuits. The distribution system(s) should provide as much circuitry as needed, where it is needed. Capacity for growth must also be available.

A useful rule of thumb for calculating branch circuit requirements for convenience electrical receptacles is an average amperage load of three amps per work station and a maximum work station density of 90 to 100 square feet per station. One amp per 25-30 square feet of space will accommodate the convenience outlet service needed for a high density work station planned with typical office equipment. Amperage requirements will be higher if extensive high technology equipment is to be used and if ambient-task lighting is to be employed.

There are six methods commonly used for power and communication distribution in library buildings:

1. Power poles.

2. Poke through floors.

3. Floor ducting.

4. Raised floor systems.

5. Flatwire.

6. Power furniture panels.

Not all of these have applicability for every library building. The design architect and interior design consultant, however, should study the advantages and disadvantages of each method early in the planning process for the new building and review and evaluate these with the Owner and the program consultant.

Ceiling Distribution Systems

One traditional method of power distribution has been to use the plenum space between a dropped ceiling and the floor above. The systems (Power Poles) that use exposed wiring in this space not only create a design nightmare, but also pose a serious fire hazard. As such, this method is now generally banned by modern building codes.

When enclosed within ducting, the fire hazard is reduced, but the problem of bringing the power to the work station remains. This can be accomplished with Power Poles from the ceiling above or through Poke Through Floors to the ceiling below.

Poke Through Floors

An alternative to power poles is to drill through the floor (usually concrete) to the ceiling ducts below. Wires are then pulled through the holes to receptacles on the floor above.

Separate "tombstone" receptacles are needed for electric power, telephone lines and computer connections. This is not a desirable alternative. Not only are the receptacles unsightly, inconvenient and a tripping hazard, but continued drilling poses a threat to the structural integrity of the building. A maximum of one set of receptacles per 50 square feet should be allowed to maintain structural integrity. Flexibility is limited as moving of receptacles requires an electrician and is costly and time-consuming.

In addition, the life of the carpet is shortened as the continued moving of receptacles can soon make rolled goods carpet look like a patchwork quilt. Carpet tile, however, can minimize this problem.

Floor Distribution Systems

Floor distribution systems have been in use since the 1930's, when galvanized steel ducting was developed to form steel-and-concrete floors in high rise buildings. In recent years improvements to the standard ducting systems and the introduction of new types of floor distribution methods have considerably changed the outlook for energy distribution.

Floor Ducting

Floor ducting carries cable through a structural gridwork of raceway in the floor. Wires can be accessed through the concrete floor at either a fixed or infinite number of points along the raceway. Two designs are common:

1. Underfloor ducts.

2. Cellular ducts.

Underfloor ducts utilize steel tubes or ducts that act as raceways and are laid grid fashion on a concrete slab. Access holes are spaced at regular intervals along the ducts and at key intersections. The entire grid is then covered with another layer of concrete. Access holes are reached by drilling through the top layer of concrete.

These units may or may not be prewired before building occupancy. If prewired, easy access can be achieved through the use of plastic doors and receptacles either above or below floor level. Use of carpet tiles allows easy access and facilitates the rearrangement of work stations. If the units are not prewired, holes must be drilled to access the ducting as needed.

Cellular ducts use a pre-formed steel deck which intersects raceways and forms the basic structural component of the floor. Pre-set access holes are covered with steel caps. The entire deck is then covered with concrete and wired to suit layout requirements. To locate an access hole, one need only remove a thin layer of concrete with a hammer and remove the steel caps. With either design three types of outlets are commonly used, depending upon local electric codes. They are:

1.   Monuments.

2.   Flush-with-the-floor.

3.   In-floor tapmates.

Raised Panel Floor

Initially developed for the computer industry (because of their adaptability to technological changes), raised floor systems (also known as "access floors") are gaining in popularity in selected library or office environments where frequent change is anticipated. They are expensive and not practical for general library area use, however.

Raised floors create a plenum space through which wiring and utility ducts can be routed. The basic construction uses steel panels whose corners rest on pedestals. The corners of each panel should be mechanically locked to the pedestals for stability and quietness. Additional stability can be supplied by a grid of stringer supports. The pedestals raise the panels above the concrete slab underneath. Wiring is brought to the surface via grommets placed in specific service panels that have power outlets and connectors attached to the underside of the panel.

Raised floor systems permit fast, economical layout changes. To relocate a work station the service panel that contains the outlet is lifted, the wiring unplugged, the service panel moved to the new location, and the wiring replugged. In most cases moves can be accomplished by facility maintenance personnel with minimum disruption to the work process. To make maximum use of this system, carpet tiles (18" x 18") are recommended as a floor covering.

Flatwire

Newest on the scene are flat power and telecommunications conductor cables, better known as flatwire, which route wiring between the carpet and the floor. Flat power cable was created by NASA in the 1970's; flat telephone cable was developed privately. In 1980, both were approved by Underwriters Laboratory and the National Electrical Code for general construction use.

Flatwire provides normal branch circuit wiring in a flat, flexible conductor cable. It comes rolled, like tape, and is applied to any hard, dry surface. It is laid down on a protective insulating tape directly on the concrete floor. The wire is connected to a central power source and covered with a protective grounding metal shield. Power flatwire is available for up to 30 amp single and multiphase circuits.

Telephone flatwire requires neither protective bottom nor top shield. It may be laid next to or across power flatwire. Telecommunications flatwire comes in a 25-pair configuration. A four-pair configuration is also available for electronic or digital telephone and CRT installations with modems. Because flatwire is removable, it can be depreciated like furniture. As with raised floor systems, carpet tile is required for flatwire installations.

Modular wiring systems such as flatwire and the metal clad, plug-together cable used in raised floor systems may cost five to 15 percent more initially, but they provide a minimum cost advantage of 30 percent on branch circuit relocation.

If flatwire is used, the design consultant must be alert to those areas of the building which will have considerable loaded book truck traffic, traffic that could result in audible "bumps."

Power Furniture Panels

Many library and office systems now offer panels that have specially constructed raceways through which power and communication cables can be run. Panels of this type are called power panels. In this way power and communication cables can be attached to a central source in the wall or floor and then run through the furniture system to individual work stations. Outlets (or receptacles) are located within the panel for maximum flexibility and convenience. Powered panels for office systems initially cost 30-50 percent more than non-powered panels. In a new facility this is a cost effective method of energy distribution. In older buildings with limited receptacles and traditional, inconvenient distribution systems, powered furniture panels can also be a worthwhile investment.

Like other modular systems, there is a savings when work stations are relocated. The system should provide maximum flexibility at a reasonable price.

Amperage Requirements

The Main Library's electrical system must be designed in conjunction with the furniture, fixtures and equipment plan to insure the proper placement of all outlets in relationship to desks, work stations and service functions.

Exact amperage is difficult to specify as each type and model of equipment differs. The new models of equipment often have lower requirements because of solid state technology. To provide a margin of safety, it is generally recommended that no more than 80 percent of the 20 amp capacity be planned for use for each duplex plug. The figures in the appendix provide sample amperage requirements for selected equipment normally found within a public library environment.

Some pieces of equipment require dedicated circuits--photocopy equipment is an example. Word processors and microcomputers should also be on independent circuits due to the large amp load required when the equipment is first activated. In a shared logic system with one CPU serving multiple terminals, up to five terminals plus a printer can be put on one circuit. The CPU, however, requires an independent circuit. There should be UPS power, with a two-minute timeframe, to protect the library's CPU.

Consideration should also be given to placing an emergency power generator for overall backup.

FIRE EXTINGUISHERS

Provide as required by local building code.

FLOOR COVERING

Consider carpet (preferably 18" x 18" carpet tile) in most public and staff areas except rest rooms, lobbies and where inorganic flooring or vinyl tile should be utilized. Consider the carpet's acoustical performance, wearing performance, color fastness, texture, fire resistance, nonallergenic qualities and anti-static qualities. Consider a woven-loop pile with 3 or 4 yarn ply and at least 72 tufts per square inch. The carpet should have a life expectancy of seven to 10 years. The carpet should be durable and in soil hiding colors.

Provide nonslip surfaces for all non-carpeted areas. Carpeted areas require less time for cleaning/maintenance than hard-surface or vinyl type flooring (e.g., waxing, stripping, buffing). The extensive carpeted areas will require the purchase of commercial-grade carpet cleaning equipment for proper cleaning and maintenance.

Consider heavy-duty tile such as "El-Do" tile for the Entrance/Lobby.

FLOOR LOADING CAPACITY

Provide a minimum building structural system with a floor capacity (live load) of 150 pounds psf throughout the building to accommodate standard library shelving floor loading. Areas that may be designated for compact storage shelving will require a floor loading capacity (live load) of 225 to 300 pounds psf. For compact and high-density shelving, a structural engineer should perform an analysis to determine the exact floor loading requirements. See the Assignable Spaces section of the program for the location of the compact and high-density shelving spaces.

GLASS TREATMENT

If possible, orient the new building so that the major facades face north-south rather than east-west for energy savings on glass exposures. Consider reducing the solar heat gains by shading the glass exposures with canopies, louvres, solar glass screens, air, etc.

Shaded glass admits only one-quarter of the radiant heat admitted by unshaded glass exposed to sunlight; double-glazing glass prevents winter heat loss as well as summer heat gain; double-glazed, shaded, heat-absorbing glass may reduce heat gain by about 85 percent; reflective glass reduces heat gain by about one-third. The use of tinted glass in windows to filter out ultraviolet rays may eliminate the need for blinds or shades. A cost benefit analysis of various glass treatments should be developed and discussed with the Owner and program consultant.

HEATING, VENTILATION AND AIR-CONDITIONING (HVAC)

Follow standards in the ASHRAE Handbook of Fundamentals for Comfort HVAC data. The ASHRAE new Comfort Zone is recommended for libraries. Consistency is important. Strive for constant 72 degree temperature. Design a system that will maintain the temperature with a variance of no more than five degrees. Plan to maintain relative humidity of 50 percent in those areas of the building that house closed stacks and the San Francisco History/Center for the Book. The balance of the building should strive to achieve 30 percent humidity with a plus or minus (+ or -) range of eight percent. There are some special areas (e.g., computer equipment area, special book collections, etc.) which will require separately controlled equipment. Consider the following in designing HVAC:

1. Separate dehumidification system.

2. A system with low "life-cycle costs" in terms of operation and maintenance.

3. Automated "economy cycles."

Provide humidistats in areas with little air movement to warn of humidity buildups. Consider separate control zones for meeting and conference rooms. There should be no individual room controls.

Means should be provided so that a breakdown of one compressor will not impair continuous air flow to the staff and the public. In case of air conditioning failure, design the system for outside ventilation using air handling units. All filters should be located so that they are easily accessible for cleaning and replacement. Particular care should be taken that sufficient air conditioning controls (thermostats) are provided and secure against tampering.

Interior thermostats should not be located where wall shelving is to be installed. Locked covers for thermostats should be provided. Ceiling fans in the Offices, Workrooms, Staff Room, at the Check-Out/Registration Desk and in Meeting/Conference Rooms should also be considered.

Peak demand reducers that turn off major pieces of electrical equipment at regular peak electrical demand and time clocks for thermostatic control should be considered. As indicated above in the section on Energy Conservation, every reasonable means should be considered in order to keep the annual operating costs of the new Main Library facility as low as possible.

Low sound level equipment is important, particularly in the various meeting rooms. Consider an Interruptable Power Source (IPS) for the air conditioning system. Provide an UPS (Uninterruptable Power Source) to protect the computer system. Ground level systems should have adequate lockable screening to prevent vandalism.

LIBRARY MATERIALS SECURITY SYSTEM

Provide for the installation of a "full-circulating" electronic security system to detect and deter the unauthorized removal of library materials (books and audiovisual materials) from the building. Upon detection of "sensitized" or "activated" materials being removed from the library, the system is capable of sounding an audible alarm or activating a visual alarm. The "open-aisle" units, without gates or turnstiles, are recommended. With the full-circulating system, materials are checked out in the usual manner and the library attendant also de-sensitizes or de-activates the materials. The materials are handed directly back to the patron who passes freely through the detection field of the sensing screens at the exit. When the materials are returned, they are re-sensitized or re-activated.

Make sure that the CRTs at the Check-Out/Registration Desk are not interfered with by the system. Adequate detection sensitivity can be achieved if the appropriate CRTs[2] are six to eight feet from the detection post or lattice.[3]

LIGHTING

General Considerations

Architecture is concerned with the enclosure of space including the elements of structure, form, color, brightness, contrasts, focal areas, spatial relationships, etc.--all of which require light. Lighting is a basic, inseparable factor in the architectural analysis and over-all design of a library building. Light has always been a universal sign of benefit and renewal. Light directly impacts on human expectations and relations with others. Through the use of natural and artificial light, the architect, interior designer and engineers create visual moods, affect behavior, modify forms, provide orientation within a library building and dramatize particular building features and the spacial needs of individual areas.

Until recent years, library (and other types of) lighting was planned by electrical engineers and designers who generally used a "quantitative" approach. Major emphasis was given to the use of large or "general" area quantities of illumination with far too little consideration given to user's comfort, color rendition of the source, aesthetics or energy conservation of the system. Typical layouts consisted of fluorescent luminaires equally spaced across the ceiling providing equal illumination for the majority of task positions. Lighting for the library should place an emphasis on the "qualitative" approach in order to emphasize the quality of light being provided, provide a pleasing visual atmosphere and result in a system designed to operate with energy efficiency.

Recent research has increased our awareness of the importance of light and lighting. For instance, when lights are low, people tend to speak softly to each other. Researchers have found that conversations in dimly lit rooms average nine decibels lower than average talk. In dim light, interactions can be more intimate, and conversations are quieter and more deliberate. There is evidence that bright overhead lights may precipitate boredom, headaches and eye fatigue.

Glare is a problem that can have a negative impact on productivity. To remedy this problem, lights should be dimmed slightly, changing the work surface to a less reflective material and varying the angle at which light hits the work area. Avoid the reliance on window coverings to control glare and ultra violet degradation--handle this problem (if it arises) architecturally. Avoid skylight glare.

Types of Artificial Light Sources For Libraries

Basically, three types of interior lighting sources are used in libraries;

1. Incandescent.

2. Fluorescent.

3. High-intensity discharge (HID).

Each type has qualities to match the requirements for a particular area or situation, and no single type of system can be recommended exclusively. The primary consideration in selecting a particular lighting system is to provide light for the library user to complete a particular visual task(s) without distraction (e.g., minimize glare and brightness of lighting fixtures).

In addition, the lighting system should complement the architectural and interior design of the library. The three types of lighting sources vary in terms of maintenance/replacement (types of lamps and ballasts required, rated life of various bulbs), heat and glare factors, color of the light produced and how it affects the eyes, warm-up time required for some lamps, etc. The major features, advantages and disadvantages of the three types of lighting are outlined below.

High-Intensity Discharge (HID) Lighting

Advantages - The HID lamps have low wattage requirements and are more energy efficient than either fluorescent or incandescent. Most types of HID have long life spans. HID lighting is particularly suggested for use in high ceilings to provide both direct and indirect lighting; they should not be used in a library as direct source of light, as they provide light from only one point rather than diffusing the light as do fluorescents.

Disadvantages - HIDs can be dimmed by controls, but the controls require sophisticated, custom-designed systems (compared to ready-manufactured systems available for incandescent and fluorescent lighting.) Color continues to be a problem with some HIDs for interior use. The color can vary from a bright yellow in the sodium-vapor HIDs to a blue-violet in some mercury-vapor HIDs, although some manufacturers are now producing effective color-corrected bulbs that can satisfy public library needs. HIDs are sensitive to variations in electrical current and may go off if the variation is too great. HIDs require warm-up time before reaching full output; once turned off or knocked off by a power variation, some HIDs require time to cool down before lighting up again, and this could pose a safety problem in some instances if no other lighting system is available. The HIDs also produce a considerable amount of heat.

Incandescent Lighting

Advantages - The incandescent lamps are inexpensive to buy and easy to install (do not require ballasts). They are relatively easy to control through the use of ready-manufactured dimmer systems. A wide variety of incandescent lighting fixtures and bulb types are available for special uses; the incandescent lighting is particularly effective for selected areas requiring special effects such as displays, accent lighting and for exhibiting art; the lighting is extensively used in corridors, closets and store rooms.

Disadvantages - Incandescent lights, like HIDs, have a filament, or one point from which the light is produced, as opposed to the diffused light of fluorescent bulbs which is easier on the eyes. The lighting is relatively inefficient and expensive to operate given its short life. The rated life of most incandescent lamps is less than 1,000 hours. Incandescent lamps also produce considerable heat buildup which can adversely affect air conditioning systems.

Fluorescent Lighting

Advantages - The most commonly used lights in public libraries, fluorescent lamps produce about three times the light per watt and last about twenty times longer than incandescent. In contrast to the "point of source" bulbs, the fluorescent emanates light along the entire length of its tube or bulb and diffuses light more effectively. Like incandescents, fluorescent lighting can be put on ready-manufactured dimmer systems. The development of silver reflectors used with standard fluorescent light fixtures has the potential for dollar savings in lighting requirements. Fewer lamps may be required if the silver reflectors are used.

Disadvantages - Fluorescent lights require special ballasts as do HIDs; they also produce annoying flickering as they burn out. They can also produce a humming sound/pitch.

Recommended Type of Lighting

Given its energy efficiency, long life and the variety of luminaire or fixture designs providing many forms of diffused light ranging from direct to indirect as needed, the fluorescent lighting system is recommended as the best general lighting system. Sodium-vapor (HID) lamps should also be considered, for high ceiling general lighting areas (not for individual rooms, due to several technical limitations such as the required warm-up time). The sodium-vapor lighting is very energy efficient, and the color qualities produced have been improved, making it suitable for interior use. Incandescent lighting should be used in the limited areas described above.

Illumination Measurements

Footcandles (i.e. unit of illumination on a surface in an area on which there is a uniform distributed flux of one lumen) are the most commonly referenced measure of illumination levels. However, footcandles measure only the ambient or all-side lighting levels on a surface and do not take into consideration factors such as glare, shadowing, contrasts or other illumination factors that affect the ability to see or task visibility.

In designing the lighting for the new library, calculate the quantity of illumination for each particular space and for varying functions. Visibility, for example, is the ease of performing a visual task and it is dependent upon contrast and background luminance. The Illuminating Engineering Society primarily uses the Equivalent Sphere of Illumination (ESI) measure, a more sophisticated measure for evaluating visibility and effectiveness of a lighting system in controlling veiling reflections, etc. The ESI takes into consideration all the factors in the immediate lighting environment such as glare, reflection, absorptions, shadowing, contrasts, etc. that affect the ability to see or task visibility ESI evaluates the quality as well as the quantity of illumination. The overall ESI rated lighting for a public library ranges between 30 and 70, the lower levels are preferred for energy conservation.

Luminaire or Fixture Selection

Most luminaires can be categorized into two basic photometric distribution classifications depending upon the mounting of the luminaire. These are:

Direct;

1.   Recessed.

2.   Surface mounted.

3.   Pendant mounted.

Indirect;

1.   Pendant.

2.   Furniture integrated.

3.   Freestanding.

Luminaire Appearance

The size, shape and finish should be coordinated with other members of the design team (Owner and consultant) early in the design process since the lighting system will affect visual impact of the space as well as have implications for acoustical control and furniture layout.

Photometric characteristics of luminaires are
determined by laboratory testing done by the manufacturer.
Testing results give information on candlepower
distribution, number of lumens produced for each zone,
luminaire efficiency, footcandle brightness in each zone and
space to mounting ratios If the fixture is combined with an
air-handling unit data for heat extraction, air supply and
air return are also available. This combination of
information should allow the design consultant to select the
correct luminaire for a particular application. Never
assume that because two fixtures appear to be of the same
design that they will perform equally--compare the test
data.

Lighting Systems - Direct/Indirect/Task

Once the levels of illumination are determined, the
design consultant must decide on the type of lighting
system that is appropriate to the space. The options, as
far as fixtures are concerned, include direct, indirect and
task/ambient.

Direct Lighting

In direct and semi-direct lighting 60-100 percent of
the light is directed in a downward pattern from the
fixture. The system provides an equal level of illumination
across a large space and as such has been one of the most
widely used methods in offices and public buildings. A
recent application of direct lighting is the task-oriented
approach (described below) which places fixtures only over
work areas to obtain the proper illumination level for that
task. Other areas are then illuminated at a lower level.
This is a direct response to the demand for energy
conservation.

Direct lighting offers the option of using an
integrated ceiling package, which consists of modules with
luminaire in the center and provisions for sprinklers, sound
masking, and air distribution. Such modules are designed
for use with a variety of luminaires in both flat and
vaulted ceiling configurations. An additional advantage to
the ceiling package is the ability to coordinate the
installation of ceiling components and make them the
responsibility of one contractor.

Indirect Lighting

With indirect or semi-direct lighting, 60-90 percent of
the light is directed in an upward pattern from the fixture
and is reflected from a secondary source, such as the
ceiling or walls or a combination of the two.   Use of
totally indirect lighting provides a near shadow-free
environment similar to those experienced with an overcast
sky.   The ESI, or visual clarity, aspects are generally
enhanced by the use of indirect lighting, but objects such
as partitions and desks may tend to lose definition due to a
lack of contrast.   Care should also be taken to avoid an
atmosphere of gloom (much like a rainy day).

One of the most important and least understood
components of any indirect lighting system is the ceiling
surface   off   which   the   light   is   to   be   reflected.
Unfortunately, acoustical needs which necessitate high
absorbency characteristics are in direct conflict with the
specular reflectiveness requirement for indirect lighting.
Since the physical properties of light and sound are
primarily the same, this can present a real challenge to the
designer. In general, heavily textured and low-reflectance
surfaces should be avoided in order to maintain necessary
light levels.   It should also be noted that the extremely
high contrast ratios created by some indirect systems may
lead to visual discomfort over an extended period.

Task/Ambient Lighting

A relative newcomer to the lighting design world is the
task/ambient method of lighting, which is a direct outgrowth
of the move towards the open-office furniture systems.   In
this system the objective is to provide sufficient levels of
illumination on primary task surfaces through the use of
task lights and generally lower levels of illumination.   Low
level illumination is required to achieve the correct
contrast ratios necessary between the task and the
environment.

In these systems, furniture integrated or free-standing
indirect luminaire fixtures provide the low level ambient
light. Flexible luminaires, such as swing arm lamps, can be
adjusted to an individual user's requirements by the user.
The user is allowed to control the veiling reflections on
the task by adjustment of the fixture.   Fixed luminaires for
task lighting are generally surface mounted fluorescent
lamps either attached to, or directly incorporated into, the
furniture system.   These fixtures do tend to create veiling

reflections on the task, but this can be minimized by refractors or lenses which direct light into the more desirable "batwing" configuration seen in the parabolic luminaire.

Some areas do not lend themselves to task lighting. Examples include secretarial and reception stations, circulation and reference information desks, conference rooms and seminar areas, and general user reading areas. If no task lighting is used, and proper illumination on the task surface is to be maintained, the ceiling brightness must be two to three times the brightness of the ceiling area over task lighted work areas. This can be accomplished by increasing the number of freestanding indirect luminaires in this area. The use of direct sources for lighting these areas should be discouraged since it limits the spatial flexibility as ceiling-mounted luminaires must be moved whenever work station relocation takes place.

One disadvantage of task/ambient lighting is that since all sources are located within a space, heat extraction, which is available with ceiling-mounted luminaires, cannot be accomplished and thus cooling costs may be increased.

Other Lighting Considerations

Provide emergency (constant-charge, battery operated) lighting throughout the building to safely guide users and staff to exits during power failures.

Provide for selected interior lights to flash "on" and "off" as a means of alerting the hearing-impaired of the building closing and/or emergency-type announcements.

Provide adequate exterior lighting, with attention to parking areas and all entrances and exits to help ensure safe use of the library facility at night. The exterior lighting should be raised and/or enclosed to protect against vandalism.

For outside lights, consider energy efficient sodium lights or an equivalent;such as 35 watt low pressure sodium security wall pack with wrap around lens on four sides. Fixtures and lenses that burn cool and make cleaning and lamp replacement simple should be considered. The lighting should be controlled by a time clock and/or photoelectric cell.

The lighting at the Circulation Desk needs to receive special attention to make sure that heat from the lighting source or fixtures does not make the area in and around the desk uncomfortable for staff working there, or users who may be awaiting service.

MAINTENANCE PLANNING

Ease of building maintenance should be considered during all stages of the design process. There are several general planning considerations with regard to building maintenance and maintainability.

General Planning Considerations

1. Attempt to eliminate internal window sills, ledges, and all unnecessary dust catching surfaces.

2. Corridors should have no recesses in the wall or projections into the corridors. Drinking fountains in corridors should be avoided.

3. Mount drinking fountains and other items on the walls rather than on the floors where possible. Provide floor mounted cigarette urns outside the building.

4. Provide round corners where possible so that they will not catch dust.

5. Avoid use of ornamental brass or bronze hardware on trim which requires excessive labor for cleaning and polishing; utilize stainless steel (second choice, aluminum).

6. Utilize rubber cove bases, rather than wooden baseboards, to provide a scuff-free surface and rounded joints which are easily cleaned.

Custodial Facilities

1. Provide an adequate centralized area for the exclusive storage of cleaning materials and equipment.

2. Provide adequate custodial closets on each level of the building.

3. In the maintenance room and custodial closets, install floor drains with eight inch curb instead of utility sinks (whenever possible).

4. Provide adequate sources of both hot and cold water for custodial use.

5. Provide plenty of electrical outlets for custodial use in corridors and large rooms, not over 75 linear feet apart. An outlet should be located near the door of each room.

Openings

1. Consider a recess in the vestibule floor with roll-up parts for easy cleaning and galvanized pan to catch dust and dirt. This will remove most of the soil that is tracked into the building.

2. Use flush doors rather than paneled doors.

3. Provide resilient door and corner-wall protection strips at high traffic areas--confer with staff regarding where these areas will be.

Walls and Ceilings

1. Use paints that are durable and washable, or use other washable materials such as vinyl coverings.

2. Consider glazed tile for walls of rest rooms.

3. Metallic perforated ceiling types are much easier to clean and otherwise maintain than fiber materials.

Preventive Maintenance - Construction Documentation

1. Require of all design consultants, engineers, contractors and sub-contractors a preventive maintenance manual that provides a timetable for detailed maintenance for all mechanical and electrical equipment; provide the names, addresses and telephone numbers of all suppliers, parts manuals, etc.

2. Provide a maintenance manual with a timetable for care and cleaning of all building furniture, fixtures and equipment surfaces and finishes.

3. Consider photographing all installations of wiring, plumbing, etc. that will be covered by flooring, walls and the like for the later expediting of repairs and changes.

4. Require a set of "as built" drawings for all custom items, and wherever the actual construction may vary from the bid construction documents (plans and specs).

Finishes for Surfaces and Walls

1. Where feasible, provide stock, "off-the-shelf-and-in-the-catalog," products or finishes of the supplier or manufacturer. To facilitate patching and repairs, these "stock" items should include floor and wall coverings, ceiling tiles, paints, stains, upholstery fabrics and plastic laminates.

Added or "Attic" Stock

1. The design consultant and/or interior design consultant should require in the construction documents/specifications provisions for certain suppliers to provide the Owner with and added (or "attic") stock (supply) of their product in order to facilitate later maintenance or repair. It is important to retain a stock of these materials from the same dye lot, manufacturing runs, etc. in order to insure proper matching. The following items and amounts are recommended by the program consultant.

Item	Amount
Wall Coverings	3 percent
Ceiling Tile	3 percent
Carpet	3 percent
Vinyl Tile	3 percent
Ceramic Tile	5 percent
Fuses	1 for each installed
Breakers	5 percent of branch circuits
Paint	2 to 10 percent
H2O Treatment	1 year supply
Air Filters	2 complete changes
Smoke or Heat Detectors	1 of each type

MERCHANDISING DECOR

Portions of the public service areas, such as new book displays and videocassettes areas, should be designed to incorporate some of the merchandising features and furnishings of quality retail outlets, including book stores. The books and other library materials, including pamphlet holders, display and announcement boards, exhibit cases, public service counters and desks should be designed in such a manner that they can "meet" their respective service functions while attracting uses who are browsing through the new San Francisco Main Library building.

MODULAR, OPEN DESIGN

The new Main Library building should be planned as a modular one, incorporating evenly placed load bearing columns at minimum increments. Provide a minimum of fixed walls with open planning bays to accommodate combinations of three foot shelving sections. Eliminate thresholds or doorsills, as they interfere with the movement of book trucks.

OFFICE SYSTEMS

Office systems utilize adjustable panel systems to create staff service desks and work stations. The use of moveable wall systems, in lieu of dry wall construction, should be considered for designated areas. The combination of these systems (office systems and moveable walls) provide the library with needed flexibility for future changes, as well as providing for improved visual control of the building.

PHOTOCOPY/TELEFACSIMILE MACHINES

Provide for coin-operated/debit card photocopying machines on all levels of the building from the 1st Floor to the 5th Floor. Plan for some paper storage to be with the machines. Consider an acoustical screen around the machines. Be sure that the acoustical screens do not obstruct sightlines to/from the machines. Guide users to the machines via signage. Provide separate copy machine(s) for staff use. Include with each public photocopy area a commercial telefacsimile machine.

PUBLIC ADDRESS SYSTEM

Provide a public address system with cassette tape program source and speakers throughout the building for announcements. Locate the equipment and controls in a locked storage area in the Check-Out/Registration Workroom. Provide a "push-to-talk" microphone at the storage area, and at the Check-Out/Registration Desk. The microphone should interrupt music and the public address system should operate all speakers, including those in the meeting and conference Rooms. The speakers in those rooms should be on a switch allowing the system to be cut off (so that a program will not be disturbed while in progress).

PUBLIC TELEPHONES

Provide stand-up type, open-front public telephones with provision for use by the physically handicapped. Provide, near each instrument, a writing surface (chalkboard, tear-off paper pad, etc.) so that users will have something other than the wall to write/doodle/take notes on (this will save wear and tear on the wall surface).

REST ROOMS

Public Rest Rooms

Locate public rest rooms on building levels one and five, and L1 near the Library for the Blind space. Provide the largest rest rooms on the first floor adjacent to the building lobby. Also provide public rest rooms adjacent to the Children's Services area with space and fixtures scaled for small children. There should be no doors on the stalls of the public rest rooms (Children's Services area excepting).

Design the public rest rooms with entrance/exit doors that lock so that some of the rest rooms can be secured for cleaning while others are in operation. It is possible that a building custodian(s) will be stationed in the public rest rooms.

Staff Rest Rooms

Provide staff rest rooms on building levels two through five, and the L1 floor. Provide a second set of staff rest rooms on the 5th floor adjacent to the Staff Room. Provide a rest room with a shower stall near the Maintenance Room.

General Considerations

The space allowance for the rest rooms is included in the non-assignable (gross square feet) space. Provide acoustical treatment and adequate ventilation. Surfaces should be of easily cleaned materials and vandal-resistant. Provide <u>wall-mounted</u> commodes and urinals, <u>ceiling/wall mounted partitions with doors</u> (with coat hooks), double-sheet toilet paper dispensers, seat cover dispensers in the staff rest rooms, sloped floor drains, mirrors, porcelain washbasins (with automatic shut-off faucets) set in enclosed cabinets for stability, foam or liquid soap dispensers (located adjacent to the washbasins so that soap is discharged into the basin), coin-operated sanitary napkin machines in the women's rest rooms, electric hand dryers in the public rest room, paper towels only in the staff rest rooms. Locate the paper waste containers in such a manner that wet hands will not drip water across the floor (a maintenance problem). Provide adequate shelf space, including shelves (fold-down) in the toilet stalls as users will be carrying books, purses, etc. Provide counter space in the public rest rooms for use by persons changing baby diapers. Provide for use by handicapped per local building code.

SECURITY SYSTEMS

Design the building to incorporate fire and smoke detection and prevention systems per local building code, to detect a fire at its earliest inception and provide a local warning system. Locate the system out of the reach of children. Provide an intrusion security system to detect unauthorized entry when the library is closed as it will house a considerable amount of electronic equipment, office machines and vending machines. Consider a security system that provides for graded access to various parts of the building, linked to staff badges and/or library cards.

Equip all emergency exits with audible alarms. Provide dead bolts for all exterior doors.

See the appendix for additional information.

SICK BUILDING

Library buildings have the same potential as other buildings to make people, the staff and the public, sick. The most common sources of chemical and microbiological agents (pollution) that can result in a sick library building are listed on the following page.

o   Outside contamination, e.g. exhaust from a neighboring garage.

o   Building materials contamination.

o   Photocopy machine contamination, especially if not externally vented.

o   Hypersensitivity pneumonitis. Libraries are dust reservoirs and the dust provides for mites and bacteria. Air conditioning systems can breed "legionella," staff and patrons can spread infection.

o   Chemicals used in building maintenance can also cause contamination.

o   Inadequate ventilation, the principal cause in more than 50 percent of the sick building investigations.[4]

The design consultant is urged to take into consideration these matters in the design process. For additional information please see "The Sick (Library) Building Syndrome" by Matthew J. Simon, <u>Library Administration & Management</u>, Spring 1990.

SIGNAGE AND GRAPHICS

Graphic design, a signage system (interior and exterior), and architectural design should be conceived and planned in concert to announce the library's services, and to orient and guide people to all areas within the facility. Standardize the typeface for all signage.

The design consultant and interior design consultant are referred to <u>Sign Systems for Libraries</u>, by Dorothy Pollet and Peter C. Haskell for guidance in this area. The book divides the information for signage systems into three basic categories:

1.   Direction - information to guide and direct people along routes to their destinations.

2.   Identification - information to label destinations so that people recognize them when they have arrived.

3.   Instruction - information to inform people about
     rules, restrictions, special conditions and
     procedures.

     The signage should be designed and installed so that
staff can make changes with ease over the life of the
building.

     The design consultant should also confer with the
Library Commission regarding the design of a cast bronze
plaque listing the name of the library, year of
construction, Library Commission members, local officials,
city librarian, architect, interior designer, general
contractor and library program consultant.   The plaque
should be located near the entrance, preferably in the
foyer.   Provide space for a separate plaque for possible
contributors to the building. Provide a rubbing before
casting.

STORAGE AREAS

     In addition to the designated storage areas called out
in the Assignable Spaces, provide up to 150 square feet
(nasf) of general locked storage space on each level of the
new Main Library building for maintenance and custodial
supplies, and to house floor cleaning equipment.   Provide
free-standing, industrial-type, open, metal shelving in each
area.   Custodial closets are considered part of the
unassignable spaces of the building.

TELEPHONE SYSTEM

     Confer with the city librarian and staff in planning
for the telecommunications system, including. the placement
of all telephone instruments and the number of
incoming/outgoing lines that will be required.   Provide a
dedicated telephone line for each CRT terminal location.

     The library will want to consider the latest in
telecommunications technology, including voice message
systems (possibly for public service as well as staff
communications), a satellite hookup and telefacsimile.

VERTICAL TRANSPORTATION

     Provide, or consider, the following means of vertical
transportation:

Public Elevators

Provide a minimum of four public elevators designed for use by the handicapped. Locate the public elevators within easy access of the Entrance/Lobby. Specify elevator cabs that will allow for the display of announcements within the cabs, and that are vandal-proof.

Staff Elevators

Provide a minimum of two staff elevators designed for use by the handicapped. Locate the staff elevators on the "back side" of the public elevators as a means to conserve space.

Freight Elevator

Provide a freight elevator designed for heavy duty use. Locate adjacent to the Loading Dock.

Book Lift

Provide a book lift between the sorting area of the Check-Out/Registration Workroom on the 1st Floor and the staff workroom/office spaces on the floors above, and Technical Services on the L1 floor.

Escalator

Provide for a public escalator; be prepared to discuss with the Library Commission and the program consultant the pros and cons of an escalator in addition to the public elevators (or in lieu of one public elevator).

Public Stairway

Provide a public stairway between the floors adjacent to the public elevators and within easy access from the interior entrance into the building. Design the stairway for safe use by persons of all ages.

Emergency/Fire Stairway

Provide emergency/fire stairway(s) per local building/fire code.

References:

1.   United States Bureau of the Census. <u>Current Population Reports</u>. 1989.

2.   This information is for the two models of the "Tattle Tape" system manufactured by the 3M
        company of Saint Paul, Minnesota.

3.   The 3M Company recommends several CRTs: UNISYS 3617, Sensung 2575 and Teleray 20DH for
        monochromatic models; UNISYS 3680 and IBM 5153 with color displays.

4.   Melius, James. "Indoor Air Quality: Selected References." U. S. Department of Health and
        Human Services, National Institute for Occupational Safety and Health, 1989.

Description of
Assignable Spaces

CHAPTER VI:
DESCRIPTION OF ASSIGNABLE SPACES

The San Francisco Main Library building program calls for a building of 362,660 gross square feet (gsf) of space, which results in 271,850 net assignable square feet (nasf) of space. The several different library functions are housed on seven floors--two of which are below street level.

The ratio of net assignable square feet to gross square feet will result in a building that is 75 percent efficient. Space for rest rooms, vertical transportation, electrical and mechanical chases and closets, the space for housing the HVAC system, telephone closets, wall and column thickness, and general building circulation space constitute the unassignable space.

Each of the spaces is described in terms of functional activities, the staffing component, a preliminary listing of furniture, fixtures and equipment (FF&E), a description of the relationships with other functions, environmental and engineering needs, and other related information.

The furniture, fixtures and equipment listing in each space description identifies basic FF&E needs; the listing is not intended to be inclusive.

The building program includes the following considerations:

Bookstacks - The San Francisco Main Library is first and foremost a place for books. The space needed to house the many collections will consume more than 50 percent of the total net assignable square footage (nasf). The books will be housed in conventional steel bookstacks, compact (mechanical-assist type) shelving and high-density shelving in the L1 closed stack space. The conventional shelving will be 48"H (a base shelf with two adjustable shelves), 60"H (a base shelf with four adjustable shelves) and 90"H (a base shelf with six adjustable shelves). A book support should accompany each shelf (conventional and compact shelving). Unless otherwise stated, all base shelves should be 12"D, all adjustable shelves 10"D.

All conventional bookstacks should have end panels with two, flush-mounted label holders for double-face ranges. Only the 48"H shelving should have canopy tops.

Compact shelving will ultimately be placed on the 2nd, 3rd, 4th, 5th and first lower floors of the building. The program is written as if this type of shelving will be in place on opening day. in fact, it may be several years into the future before the fullest utilization of compact shelving is made. However, the live load capacity of the building <u>must</u> be designed and constructed now to accommodate the future compact shelving. The location of compact shelving is detailed in the space-by-space description that follows.

The high-density shelving requires a 15' floor-to-ceiling. Books and other materials are placed two-deep on the shelves, and access to the higher shelves is via a ladder-on-track system that runs the length of each range. The floor loading must be the same as for compact shelving.

<u>Seating</u> - Seating for the users of the Main Library will require the second largest amount of space. For the reading areas on the 2nd, 3rd, 4th and 5th floors, where there are large concentrations of conventional bookstacks, they should be arranged in blocks of consecutive ranges with user (reader) seating between them to break up the density. The bookstack ranges should be limited to six or seven three-ft. sections (18 to 21 ft. in length) in order that users can find books and other materials without frequent interruptions and changes of direction in the bookstacks.

The seating should be arranged to provide a variety of choices such as 4-place and 1-place tables (carrel) seats close to the bookstacks. The exterior walls and windows should be used for user seating.

The user traffic areas and cross aisles between the bookstacks and seating should be planned to minimize distraction (visual and noise) to readers by other users moving through the bookstack area(s).

The vast majority of the seating will consist of 4-place and 1-place tables. There will also be considerable use of arm chair seating away from reader tables. There should be <u>no</u> sofa seating for the public.

When stacking chairs (and folding tables) are specified there <u>must</u> be adjacent storage space.

<u>Circulation Space</u> - The building program is prepared for a building that is, as indicated above, 75 percent efficient. The program assumes the following when calling for this level of efficiency:

o   All open stack bookstack capacities have been
     calculated on the basis of 42" clear aisles and
     48" end aisles.

o   A 4-place table will require 100 nasf, allowing
     for the table, four occupied chairs, the movement
     of a chair(s) away from the table and circulation
     space around the table.

o   A 1-place table will require 35 nasf, with the
     same allowances as above.

o   "Wired" work stations (for the public and staff)
     are either 45 nasf or 90 nasf (with the same
     assumptions as above). The larger amount of space
     is required when the station has a work surface
     for combined use of books and other materials with
     the electronic equipment and printer.

o   Service points, e.g. "reference desks," the Check-
     Out/Registration Desk, have been calculated at 150
     nasf per staff station, allowing for the furniture
     and equipment, the staff member(s) and space for
     the user (and staff) to circulate around the
     station.

     In addition, the Entrance/Lobby (Space 1.1) has been
calculated as net assignable space.   Finally, a 150 net
assignable square foot (200 gsf) general storage room is
recommended for each level.   These seven rooms are <u>not</u>
detailed in the specific spaces of this section of the
building program. They are accounted for in the Building
Summary at the conclusion of this section.

     The most important consideration is the nature of each
space.   How the many different spaces fit together is
subject to further staff and consultant work.   The design
and costing phase of building planning will help determine
the appropriate stacking plan.   The ultimate plan <u>must</u>
accommodate site, traffic and use patterns.

"...good buildings are composed of good rooms and good relationships and are never the result of mere clever manipulations. They provide visual itineraries to direct and lead a building's users in an atmosphere sympathetic to their actions."[1] Churchill once commented that "first we design our buildings, then our buildings design us." This section of the building program for the new San Francisco Main Library is intended to make sure that form does follow function, that the users, collections, services and staff-- the users must come first--are accounted for and receive primary consideration.

The design consultant is also asked to consider the possibility of locating a small cafe on the 1st Floor, or perhaps the floor below or the 5th Floor. The cafe would be for the public and staff. The space has not be programmed; discussion with library staff during the early stages of design should be held before a final decision is made.

There are seven levels within the building, including two lower levels (below grade). A summary page precedes each level. A building summary concludes this section of the program.

FIRST FLOOR (STREET LEVEL) SUMMARY

The 1st Floor (Street Level) contains 18 spaces. There are five different, distinctive space groupings.

Entrance/Lobby, Friends/Shop and Meeting Rooms

NASF	—	10,475
GSF	—	13,970
User Seating	—	408
Staff	—	6

Check-Out/Registration and Security

NASF	—	4,150
GSF	—	5,550
Volumes	—	2,000
Staff	—	16[1]

Children's Services

NASF	—	15,455
GSF	—	20,600
User Seating	—	364
Volumes	—	124,600[2]
Periodicals	—	100 (current subscriptions)
Staff	—	7[1]

1st Stop Reference and Interlibrary Loan

NASF	—	7,060
GSF	—	9,420
User Seating	—	23
Volumes	—	17,200[2]
Staff	—	12[1]

Special Services and Projects

NASF	—	5,100
GSF	—	6,800
User Seating	—	28
Volumes	—	8,150
Staff	—	8[3]

1ST FLOOR (STREET LEVEL) TOTALS

NASF	–	42,240
GSF	–	56,340
User Seating	–	823
Volumes	–	151,950
Periodicals	–	100 (current subscriptions)
Staff	–	57

Notes:

1.   Not including part-time shelvers (pages); see specific spaces for the number of part-time personnel.
2.   Not including paperback books.
3.   Not including volunteers; see specific spaces for the number of volunteers.

SPACE 1.1 ENTRANCE/LOBBY   **NET ASSIGNABLE SF: 3,000**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide the first impression of the library to the
     public. The impression should be one of an active,
     busy place where information and books are available
     for all who choose to take advantage of the vast
     resources that the San Francisco Main Library has to
     offer.

o   Provide access for the public from the entrance into
     the three Meeting Rooms, the Friends of the Library
     service counter and the Gift/Book Shop.

o   Provide a space for library and community announcement
     boards utilizing both electronic messaging and
     traditional formats, e.g. posters and flyers, as well
     as one to three computerized display units that orient
     users to the building by means of self-service, manual-
     operated displays..

o   Provide a space for rotating displays and exhibits.

o   Provide a space for a security desk near the book
     security control point, close to the Check-
     Out/Registration Desk.

OCCUPANCY

From 3,000 to 4,000 or more persons per day will visit the
new San Francisco Main Library.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

  2 Display systems for three-dimensional objects that need
     to be secured, e.g. small art pieces; allow 200 nasf.

  2 Electronic "tickertape," banner-like displays that
     announce library events and other newsworthy items;
     allow 200 nasf. Staff will provide details at a later
     date.

     "Computerized" display units that will provide visual
     direction to the building and related information;
     allow 200 nasf. Staff will provide details at a
     later date.

Gallery quality, sectional, flexible, freestanding display system for mounting exhibits; allow 750 nasf. when in use. (NOTE: **Display system will be stored when not in use. Some exhibits arrive with their own display units**).

Change machine (coin, $1 and $5 bills) near the coin-operated public telephones; allow 50 nasf.

50 Lockers, self-service, coin-operated, for the public to store bookbags and other small items. The lockers <u>must</u> be able to be opened by library security staff via an override, either individually or all simultaneously; allow 250 nasf.

Stand for local telephone books near the coin-operated public telephones, space for 30 books; allow 50 nasf.

People "movement" space; allow 1,300 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Meeting Rooms (Space 1.4), the Friends of the San Francisco Library (Space 1.3) and the Gift/Book Shop (Space 1.2).

Close to: Check-Out/Registration Desk, Children's Services and 1st Stop/Reference.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: High traffic area; give special consideration to additional acoustical control.

Communications: Provide 12 public (pay) telephones. The telephones should accept credit cards for MCI, Sprint, etc. One of the telephones should be placed at a height so as to be easily used by physically handicapped persons and/or children.

Electronics: Wire for the "computerized" display unit, computer terminals, displays and Cable TV.

Lighting: General area lighting with adjustable lighting for exhibits.

Security: Provide closed-circuit TV monitors for areas not under visual control from the Check-Out/Registration Desk. Provide for an "interview" area in an out-of-sight location (adjacent to the security guard's 1st Floor location) for persons being detained by library security until the police arrive.

Temperature: Compensate for varying temperatures by providing an enclosed foyer at the entrance to protect the lobby area from winds and drafts (which can be considerable in the Civic Center area).

Other: Provide dual level water fountains with one for wheel chair use.

Provide space for initial and/or future public art (paintings, sculpture).

Provide for uncluttered, aesthetic treatment of bulletin board(s) and display areas.

Locate public rest rooms with access to the vertical transportation system.

OTHER COMMENTS

The lobby should convey a feeling of warmth, a place that welcomes first-time and long-time users. It should be a place that will result in San Francisco residents saying to each other "I will meet you in the lobby of the Main Library."

Tactile directional surfaces should be provided throughout the building to assist in guiding the visually impaired through the Main Library. If possible, provide an entrance for the visually impaired population that is low-traffic and not in competition with the main public entrance.

SPACE 1.2 GIFT/BOOK SHOP   **NET ASSIGNABLE SF: 800**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   The Gift/Book Shop will be operated by the Friends of
     the San Francisco Public Library. The book section of
     the Shop will feature publications of the library,
     autographed copies of commercially published books,
     etc. The gift section will feature unusual items that
     may be "created" from ideas taken from library
     collections, as well as such standard products and
     paper and pencil.

OCCUPANCY

600 to 800 per day.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

     Sales counter w/cash register, computer terminal and
     lockable drawers.

2   Posture stools w/adjustable height capability.

20   Sections of shelving (free-standing, 66"H) and/or book
     store display units for clothbound books.

4   Display units for paperbound books.

6   Display tables (4' x 4'), 42"H.

4   Display cases w/glass tops and front and storage below
     (must be lockable).

     Bulletin board (free-standing).

SPATIAL RELATIONSHIPS

Adjacent to: The Friends of the Library (Space 1.3).

Visible from: Entrance.

ENVIRONMENTAL/ENGINEERING NEEDS:

Acoustics: This   will   be   an   active   space.   The
               noise generated here will need to be
               "screened" from the balance of the
               Street Level activities, especially the
               three Meeting Rooms.

Communications: Provide one telephone.

Electronics: Wire for computer terminal.

Lighting: Provide   for   display   and/or   accent
                 lighting.

Security: Provide security cameras.   Consider an
                 attractive steel gate, retractable, that can
                 serve to secure the space when the Shop is
                 not open for business.

Temperature: Guard against drafts from the entrance.

OTHER COMMENTS

The space should be easily viewed as persons enter the
building.

SPACE 1.3   FRIENDS OF THE LIBRARY   NET ASSIGNABLE SF: 1,675

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Office and workroom space for the staff and volunteers
    of the Friends of the San Francisco Public Library.

o   Service counter, staffed by volunteers during some
    hours that the library is open; to answer questions
    about the Friends, tours, sign-up new members, etc.

o   Origination point for library tours.

OCCUPANCY

Four to six staff, six to eight volunteers.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Executive desk w/file drawers, chair, credenza, 30
linear ft. of shelving, two side chairs, conference
table w/four chairs and housing for a computer terminal
w/printer for Executive Director (private office);
allow 250 nasf.

Desk w/file drawers, chair, side chair and housing for
a computer terminal for secretary (open office); allow
125 nasf.

4   Office system work stations for staff and/or volunteers
    w/work surface, posture chair, file storage and
    computer terminal (one to have an electric typewriter);
    allow 500 nasf.

2   Work tables (3' x 7') and six posture chairs for staff
    and/or volunteer work area; allow 200 nasf.

Service counter w/two posture stools; allow 150 nasf.

Machine station area for staff, include floor and work
surface space for one PC w/laser printer, one OPAC
terminal w/printer, one electric typewriter, one floor-
standing photocopy machine w/sorter, one telefacsimile
machine, three posture chairs and three sections of
90"H double-faced steel bookstack shelving w/end
panels; allow 250 nasf.

Space for behind-the-scenes storage and work area,
screened from public access.   Include a lockable
cabinet in this area; allow 200 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Gift/Book Shop (Space 1.2).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Extra care will be needed inasmuch as a suite
               of offices will be on the same floor with the
               main entrance, . lobby and other noisy
               activities.

Communications:Provide one telephone in each office, work
               station and the "behind-the-scene" space.
               Provide two wall-mounted telephones near the
               work table area.

Electronics: Wire for computer terminals, printers,
               electric typewriters, photocopy and
               telefacsimile machines.

Lighting: Provide task lighting at each work surface
               and each office.

Temperature: Guard against drafts from the entrance.

OTHER COMMENTS

This space must be carefully designed and appointed in
keeping with the importance of the Friends organization.

SPACE 1.4   MEETING ROOMS (THREE)   NET ASSIGNABLE SF: 4,700

FUNCTIONAL ACTIVITIES DESCRIPTIONS

o   A multi-purpose space that can be divided as needed via
    folding partitions into three separate, smaller
    rooms with each having separate access.

o   Provide space for which the primary use will be
    meetings and library programming such as lectures,
    forums, reading/discussion groups, exhibits and Library
    Commission meetings. Dramatic or musical performances
    will be secondary uses of the space.

o   Provide space for and civic and local government use
    such as conferences, training sessions, forums, adult
    education functions, the Friends of the San Francisco
    Public Library and other community activities.

o   Provide for the use and viewing of different media--
    slide shows, videocassettes, 16mm and 35mm films, video
    discs and computers on a large screen.

o   Provide, in one of the three spaces, for very good
    sightlines from the audience to the platform for the
    hearing-impaired (and the general public).

o   Provide for sit-down meal functions and stand-up social
    functions.

o   Provide platforms for presentations.

o   Provide for training and instruction in use of online
    databases (see Communications below).

o   Provide for secure storage for stack chairs, tables and
    equipment; allow 250 nasf.

o   Provide for a cloak room that can be used in a secure,
    self-service manner; allow 100 nasf.

o   Provide a soundproofed projection booth which can be
    used when the full size of the room is being used as
    one space. Provide space next to booth for two
    translators; allow 150 nasf.

o   Provide for "green room;" allow 50 nasf.

o   Provide an anteroom, with a rest room, for use by the
     Library Commissioners prior to Commission meetings;
     allow 150 nasf.

OCCUPANCY

Lecture-type seating (stack chair) for 400 persons or
seminar seating at tables for 150 persons.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

400 Stack-chairs w/arm fold-down tablet arms and dollies;
     allow 4,000 nasf when in place.

 40 Folding (e.g. 60"L X 20"W X30"H) meeting room
     tables and dollies.

     Table-top podium.

  3 Free standing podiums with built-in amplifier/speaker
     and light.

  2 AV utility cabinet tables with top and middle shelf and
     lockable storage below.

     Dual-purpose projection screen (84" X 84").

  3 Large-screen TV and VCR playback units with stereo
     sound system housed in a lockable cabinet.

  3 Wall-mounted (enclosed) combination tackable/white
     boards; one in each of the "rooms."

     Portable stage w/risers.

  8 Arm chairs for Library Commission anteroom.

SPATIAL RELATIONSHIPS

Adjacent to: Serving   Kitchen   (Space   1.6)   and
               Entrance/Lobby (Space 1.1).

Close to: Public Rest Rooms.

Away from: Mechanical equipment and other noise sources.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Balance acoustics for use of entire area or
                 divided rooms. Dividing partitions <u>must</u> be
                 sufficiently sound resistant to discourage
                 sound exchange with adjacent spaces.

Communications: See Public Address System in section V.
                 Provide three telephone jacks (secured), one
                 in each of the "smaller" rooms. In one room
                 provide for multiple, secured telephone jacks
                 for online database searching that require
                 multiple modem connections. Provide stereo
                 speakers adjacent to film screen which can be
                 connected with audiovisual equipment.
                 Provide for the ability to connect the free
                 standing podium amplifier/speaker to the room
                 public address system.

Electronics: Provide for a TV cable drop with capability
                 of "live" broadcast. Wire for computer
                 terminals w/printers and audiovisual
                 equipment that may be used for technological
                 demonstrations and training. Provide for the
                 capability to record from all three meeting
                 rooms separately, concurrently and
                 automatically (via computer).

                 Provide for a easy-to-read digital clock to
                 be located above and to the right of the
                 "stage" to facilitate the audience knowing
                 how long they have been in the room.

Lighting: Provide dimmer controls and track or
                 adjustable lighting for exhibits, av
                 presentations and other performances.
                 There should be no natural light into
                 the Rooms.

Security: Exits <u>must</u> have alarms.

Temperature: Provide separate HVAC controls.

Utilities: Provide a wash basin and water closet in
                 each of two "green" rooms.

Other: Provide for easy public egress when the
                  Library closes prior to the time a meeting
                  ends.

                  Provide a level floor.

                  Provide for access to the large screen video
                  projectors and monitors (for repair and
                  maintenance purposes).

OTHER COMMENTS

Meeting room space may be located on the L.1 Floor (lower
level).

Meeting rooms get heavy use. Provide easily maintained wall
surfaces and heavy-duty carpet tile that can with stand
tables and chairs being dragged across it. Provide a chair
rub rail on all walls. Provide an exhibit railing or other
means for hanging art and displays. Design the ceiling
height to accommodate projection screens that can be seen
from any point in the room.

The use of this space will be in great demand for both
library sponsored activities and groups outside the library.
The maintainability of the room is critical if it is to
function effectively as a major meeting place in the San
Francisco Civic Center area.

Provide for access to public rest rooms that can be used in
conjunction with this and other spaces in the Lobby area
when the balance of the building is closed.

Provide for direct, controlled outside access for such
activities as catering deliveries.

Consider outfitting one or two sections of the overall room
to serve as a teleconference center for use by the San
Francisco business and professional community.   Roof-top
electronics, e.g. a satellite receiving dish, a satellite
transmitter and/or a microwave link to the Sutro Tower must
be considered.

SPACE 1.5 SERVING KITCHEN   NET ASSIGNABLE SF: 300

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A refreshment and food preparation area as a
     companion to the Meeting Rooms.

o   Provide counters, double sink, appliances, etc. for
     ease of use in preparing refreshments and food.

o   Provide pass-through window w/doors (or doorway) and
     counter for presentation of and/or easy access to
     refreshments.

OCCUPANCY

Two to six persons, depending upon activity.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

     Built-in counters, lockable cabinets, microwave,
     electric oven w/stove-top burners, double sink,
     refrigerator, garbage disposal, ice-maker and
     commercial-size dishwasher. Provide for storage of
     serving carts under counters.

2   Serving carts with built-in electrical outlets.

SPATIAL RELATIONSHIPS

Adjacent to: Meeting Rooms (Space 1.4).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide adequate acoustical treatment to
              avoid disturbance in Meeting Rooms.

Lighting: Provide under counter lighting.

Temperature: Provide sufficient exhaust fans for heat
              control and removal of food odors.

Utilities: Provide sufficient outlets designed for
              multiple use; see appliances listed in
              Furniture/Fixtures/Equipment.

Other: Provide   oversize   door   and   pass-through
                window   for   ease   of   access   and
                transportation   of   refreshments   and   food.
                Provide   vinyl   flooring and   floor   drain
                for ease of maintenance.

                The refreshments and food will be moved into
                the Meeting Rooms on serving carts.

SPACE 1.6 CHECK-OUT/REGISTRATION DESK

NET ASSIGNABLE SF: 2,200

FUNCTIONAL ACTIVITIES DESCRIPTION

o   An integrated service area designed to handle
       registration for library cards, check books and
       materials out, receive and process returned books and
       materials, collect fines and fees.

o   The Check-Out/Registration Desk serves children, adults
       and the physically handicapped.

o   The Check-Out/Registration Desk is <u>always</u> staffed.

o   The staff handles telephone inquiries regarding
       circulation of books and materials.

o   Patrons are to be served promptly in bank-queue
       sequence arrangement. (i.e., one line for patrons;
       served by next available check-out station).

OCCUPANCY

Staffing consists of one manager, two supervising clerks and
13 other clerks. There will be 15-20 part-time shelvers
(pages) who will work primarily from the sorting room area
in Mail and Delivery (Space L1.5).

The number of staff on-duty at the Desk at any one time will
depend upon the level of user activity. There should be
five check-out and -in stations, plus one registration
station and one station for problems, e.g. a discussions
regarding an overdue book, etc.

An estimated one to 30 library users may be at the Desk at
any given time.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

       Custom-designed, modular circulation counter with
       built-ins incorporating the automation system. Provide
       for seven OPACs w/three printers. Provide a unit
       w/seven service points including low counter for
       registration and check-out that can be used by children
       and handicapped. Enclosed storage, shelving and two
       cash registers; allow 1,050 nasf.

   5   Posture stools for staff at check-in and -out stations;
       allow 100 nasf.

  2 Posture chairs for staff at registration and problem
     station; allow 50 nasf.

     Conveyor system to move books from Desk check-in
     function to Mail and Delivery (see Space L1.5); allow
     150 nasf.

  8 Book trucks; allow 50 nasf.

249 Linear ft. of 60"H, single-face steel bookstack
     shelving for 2,000 vols.; allow 200 nasf.

     Open-aisle unit for book security system; allow 300
     nasf.

     Public queuing space; allow 200 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Entrance/Lobby (Space 1.1) and Check-
               Out/Registration Workroom (Space 1.7).

Close to: Children's Services (Space 1.10) and Security
               Station (Space 1.9).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: A very high traffic area; consider
               extra acoustical control.

Communications:Provide for one telephone at both the
               registration and problem areas. The problem
               area telephones should toggle away from
               public service desks to the work area.

Electronics: Wire for OPAC terminals and printers. The
               terminals at the Desk must be able to switch
               functions easily and quickly between check-
               in, check-out and registration as the need
               arises.

Lighting: Avoid incandescent, heat-producing lighting.

Security: Provide open-aisle unit for book security
               system. There will be Security Guard station
               near the Desk; allow 100 nasf for the
               station. (NOTE: The Security Guard station
               is not the Security Station described in
               Space 1.9.)

Temperature: Provide adequate air return to avoid heat build-up as the staff will be in the area most of the time. Provide for protection from drafts and wind.

OTHER COMMENTS

For many users of the Main Library their primary, perhaps only, contact with library staff will be at the Check-Out/Registration Desk. The Desk must not be imposing. It must be accessible by persons of all ages from different backgrounds and with different library use experiences--from the first-time to the daily user.

SPACE 1.7 CHECK-OUT/REGISTRATION WORKROOM

                                   NET ASSIGNABLE SF: 1,500

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for the Check-Out/Registration Department
     staff.

OCCUPANCY

Sixteen staff members, plus 15 to 20 part-time shelvers who
may be working in the area at any given time (primarily in
the Sorting Area, Space L1.5B).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 1.7A - Workroom/Office; allow 1,500 nasf.

       Private office for manager w/desk, posture chair,
       file storage, two side chairs, small conference
       table and computer terminal; allow 125 nasf.

     2 Semi-private   office   system   work   stations   for
       supervising clerks w/work surface, posture chair, file
       storage, side chair and computer terminal; allow 200
       nasf.

    13 Office systems work stations for library clerks w/work
       surface, posture chair, file storage and   OPAC
       terminal; allow a total of 975 nasf.   (NOTE: **Three
       stations w/OPAC terminals w/printers; two stations
       w/electric typewriters.**)

    35 Full-size lockers; allow 175 nasf.

       Telefacsimile machine; allow 25 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Check-Out/Registration Desk (Space 1.6 [the
               check-in   area]),   and   to   a   vertical
               transportation system to Loading Dock (Space
               L1.11).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Although not all work stations will be in use
                at one time, there is potential for high
                noise level; provide sufficient acoustical
                panels and other sound absorbing
                properties/techniques for office system work
                stations. (NOTE: Attention to the acoustics
                is important in all workroom and/or office
                areas where office system furniture and
                equipment will be used. Use green plants as
                one sound absorbing property, consider
                overhead fans.)

Communications: Provide for a telephone in the office of the
                Manager and the supervising clerks, and at
                each work station (check w/staff for
                details).

Electronics: Wire for OPAC terminals in office of the
                Manager, supervising clerks and at three work
                stations (staff to determine exact
                placement). Provide for two terminals in
                Sorting Area. Wire all terminals for
                printers. Wire for electric typewriters.

Lighting: Task lighting at each work station and
                work surface in offices.

SPACE 1.8 BOOK RETURN   **NET ASSIGNABLE SF: 300**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Secure, two-hour fire-rated, room for the return of
     library books and videocassettes at all times.

o   Drive-By service for return of library materials (if
     feasible).

OCCUPANCY

None.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

See Section V for details regarding this space.

SPATIAL RELATIONSHIPS

Adjacent to: Check-Out/Registration Workroom (Space 1.7).

ENVIRONMENTAL/ENGINEERING NEEDS

Security: Book return area <u>must</u> have a two-hour fire-
               rated wall(s) and door.   The return chute
               <u>must</u> be monitored by the closed-circuit
               surveillance system. The Book Return <u>must</u> be
               secure against vandalism to the building.

OTHER COMMENTS

The Book Return space is necessary. The Drive-By feature is
not a high priority, the building should <u>not</u> revolve around
the Drive-By.   It may not be possible to provide the
service.

Consider a system whereby the books "drop" automatically
from here to the Sorting Room (Space L1.5B).

Provide two return slots and systems; one for books, the
other for videocassettes.

SPACE 1.9 SECURITY STATION   NET ASSIGNABLE SF: 150

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A small room for lost and found and first aid.

o   A place where security personnel will "interview"
     persons who may have created a disturbance within the
     building or on the grounds.

OCCUPANCY

One to two security personnel.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

     Standard office desk w/posture chair.

     4-drawer, lateral-pull file cabinet.

     Storage cabinet for lost and found items and first aid
     supplies.

SPATIAL RELATIONSHIPS

Close to: Check-out/Registration Desk (Space 1.6).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications:Provide one telephone on each desk.

Electronics: Wire for a computer terminal w/printer and an
               electric typewriter.

Utilities: Provide a small sink w/cabinet and paper
               towel dispenser.

OTHER COMMENTS

Locate this space is an out-of-the-way manner; this is <u>not</u>
the security guard monitoring station for the building.

SPACE 1.10   CHILDREN'S SERVICES   NET ASSIGNABLE SF: 11,425

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide space for the general collection of books and
       materials (preschool through grade 8) and service.

o   The collection includes picture story books and easy
       readers, toys, paperbacks, magazines, AV, reference
       books, and circulating fiction and non-fiction books
       for children from birth through age 13 and adults
       working with children or researching children's
       literature.

o   Provide space for an "Electronic Discovery Center," a
       multiple workstation area designed to give children an
       opportunity to explore the possibilities of computer
       and telecommunications applications.

o   Provide for a closed-stack collection of historical
       children's literature that can be secured for
       independent use by adults, with staff approval but
       without continuous staff supervision.

o   Provide a "Picture Story Area," spaces which can be
       easily modified to fit needs as they arise. Parents
       and other adults will read to their child(ren) and
       staff will present storytime programs in this area
       (maximum 50--30 children and 20 parents. **(NOTE:
       Children's seating in this area should be suitable for
       toddlers and babies, this area is the pre-school use
       section.)**

o   Provide service desk located prominently for easy
       visual control of the area.

o   Provide for decorative display space; one wall
       w/capability for the hanging of   pictures, posters
       and other graphics, and other display areas throughout
       the room.

o   Provide special program spaces for film programs, arts
       and crafts and story-time (see Space 1.11).

o   Provide an area for game playing, especially chess.
       **(NOTE: The 4-place study tables will be the primary
       location of this activity.)**

OCCUPANCY

Fifty to 200 children/young people and adult users (126 seated).

Staffing of one manager, four librarians, four clerks and five shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/ EQUIPMENT

Custom-designed, modular service desk w/two staff stations; (approximately 27"H) w/storage files, shelves for game storage, drawers and shelving for 250 reference vols., two posture chairs, two OPAC terminals w/one printer and two telephones; allow 300 nasf.

Photocopy machine w/coin and debit-card capability, one coin change machine (coins, $1 and $5 bills), one telefacsimile machine, locate near the service desk, screen machines for noise; allow 50 nasf.

8   2-drawer, lateral-pull file cabinets; allow 140 nasf.

10   OPAC terminal stations, four w/printers. Design two stations for use by persons in wheelchairs. Tables will accommodate both child and adult heights, and will serve seated and stand-up use; allow 460 nasf.

180   Linear ft. 48"H, double-face steel bookstack shelving for 1,250 reference vols.; allow 125 nasf.

801   Linear ft. of 48"H, double-face divider-type steel bookstack shelving for 16,000 easy readers and picture story books. Location of easy reader shelving serves as buffer between age group areas; allow 540 nasf.

6,783   Linear ft. 66"H, double-face steel bookstack shelving for 67,800 circulating fiction and non-fiction vols.; allow 3,390 nasf.

3,201   Linear ft. of 90"H, double-face compact steel bookstack shelving for 32,000 volumes of historical children's volumes and bound issues of periodical backfiles; allow 1,200 nasf. (NOTE: Approximately 30 percent of this collection is "oversize" and will require 18"D shelves, therefore an extra 400 nasf has been programmed.)

100 Linear ft. 48"H, double-face steel sloping display shelving w/fixed, flat shelves below for 100 current periodicals (on sloped shelves) and back issues (on flat shelves); allow 150 nasf.

4 Book display units (each unit w/48 linear ft.), 60"H, double-face steel, bookstore-type bookstacks, for display of 2,000 books w/covers facing out and lighted marquee signage; allow 400 nasf.

8 Paperbound book display units; allow 400 nasf.

Atlas case; allow 50 nasf.

10 Display and housing units for 300 recordings, 2,000 audiocassettes, 1,000 videocassettes, games, AV and other non-book materials; allow 400 nasf.

4 Seating units for the picture story area, seating for eight; allow 100 nasf.

10 Cushions for floor seating in "Picture Story Area;" allow 100 nasf.

10 Child arm chairs (for an informal use area); allow 300 nasf.

4 Adult arm chairs to be used in "Picture Story Area;" allow 160 nasf.

2 Adult arm chairs near the closed-stack area; allow 80 nasf.

2 4-place reading tables (adult size) near the closed-stack area w/four reader chairs each; allow 200 nasf.

10 4-place reading tables, (48"D round tables at 17 1/2"H and 25"H) w/four reader chairs each; allow 1,000 nasf.

2 Low (18"H), round tables for picture story browsing w/four colorful, <u>sturdy, light and safe chairs</u> each; allow 200 nasf.

2 Low(er) [12"H], round toddler tables w/four colorful, <u>light, non-tip, safe toddler seats</u> each; allow 200 nasf.

8 1-place study tables, five at 25"H and three at 17 1/2"H w/one reader chair each; allow 280 nasf.

10 Microcomputer workstations w/two seats each, each station wired for networking to two printers; allow 900 nasf. **(NOTE: Wiring must allow for each user to work independently.)**

Display area with portable equipment and two display/exhibit cases; allow 300 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Children's Services Workroom (Space 1.13) and Children's Programming Room (Space 1.11).

Access to: Meeting Rooms (Space 1.4).

Visible from: Children's Services should be visible to passers-by with the 1st Floor in order to raise adult library users' consciousness that the Main Library is also a place for children and that there is a lot of activity within the department.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Consider special acoustical treatment.

Communications: Two telephones at service desk and four wall- (or bookstack-) mounted telephone jacks in fiction/non-fiction stack areas for staff use.

Electronics: Wire for the OPAC terminals and printers, PCs w/printers and the audiovisual equipment. Wire for an electronic "people counter" device at the point of entry into the space.

Temperature: Even temperature and humidity control must be maintained in the closed stack area housing the historical collection.

Other: Provide a "people counter" device at the entrance to the space.

OTHER COMMENTS

Provide a set of public rest rooms as part of the Children's Services area, each rest room should include a changing table; see Section V, Rest Rooms.

Provide tackable surfaces on most walls above the shelving
in the public access spaces.

Children's Services should be visible from other 1st Floor
areas adjacent to it so that persons passing by can see the
activity within the space.   The colors, and style of
furniture, should be lively and appealing to children and
young people.

Consider providing a glass "wall" so that a portion of the
historical children's research collection can be viewed from
persons in the main section of the area.

Consider placing the historical collection in open shelving
on a half-floor above the Children's Services area,
accessible only through the Children's Services area.

SPACE 1.11   CHILDREN'S PROGRAMMING ROOM
                                    NET ASSIGNABLE SF: 2,000

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide a multi-purpose space designed to accommodate a wide variety of children's programming and activities from story hours, puppet show, film programs, and related to arts and crafts "hands on" sessions.

o   Provide storage space for a puppet stage, tables, chairs, equipment, supplies, coats and umbrellas.

o   Walls should be easily cleaned surfaces for displays, pictures, bulletin-board items, etc.

OCCUPANCY

Fifty to 100 children for arts and crafts.   Ten to 200 adults/children for programs, e.g. film programs, story hours and/or puppet shows.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/ EQUIPMENT

10   Children's height, folding tables (approx. 16"W X 32"L) w/dollies.   (NOTE: **Consider tables that fold into the walls.**)

200   Children's height, stacking chairs w/dollies.

30   Adult height, stacking chairs w/dolly.

Large screen video unit built-in w/wall-mounted, dual purpose, retractable screen, 60" X 60" (optional).

Video/projection control room; allow 100 nasf.

Storage room for stacking chairs and tables (if not "folded" into the walls); allow 100 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Children's Services (Space 1.10).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Extra sound treatment required here. Consider a folding acoustical partition that will allow the space to be opened as one space when there are extra large groups of children/adults attending an activity.

Communications: Provide one telephone jack in each space (secured) with voice and data in all areas. Provide for CATV outlet in programming space

Lighting: Provide dimmer controls and track lighting to light each wall for displays.

Utilities: Provide cabinets and storage w/some at child height in arts and crafts space. Provide two sinks w/tops to convert to work space; sinks will be used for arts and crafts.

Other: Give special consideration to color and graphics following consultation with Children's Services staff. Walls should be surfaces for display of pictures, bulletin board items, etc. Provide enclosed storage for tables, chairs, puppet stage, equipment and supplies.

OTHER COMMENTS

Provide a glass front so that visibility into the space from the larger service area is possible. Provide a means to darken the area to enable film/video viewing.

Provide hard-surface flooring in one-half of the space for arts and crafts, carpet tiles in the other half.

One special type of story-hour program is a "Lap Sit" which has a 1:1 ratio of children to adults.

SPACE 1.12   TUTORING ROOMS

NET ASSIGNABLE SF: 200

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Small, private rooms for tutoring and for audio and video listening and viewing.

OCCUPANCY

One to two in each small tutoring space (four spaces).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Each tutoring room should contain:

2   Posture chairs (adjustable for either children or adult use).

    Wall-mounted combination tack/white board.

    Work surface.

    Video viewing monitor and VCR w/headphones.

    Audiocassette players w/headphones.

SPATIAL RELATIONSHIPS

Visible from: Children's Services service desk (Space 1.10).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Utilize office system furniture and equipment to "build" the spaces.

Electronics: Provide for a cable TV drop in each room. Wire for a computer terminal w/printer in each room, and for audio and video listening and viewing equipment.

Security: Vision panel in the door of each room is <u>required</u>. In addition, privacy is important for persons using the tutoring room.

SPACE 1.13   CHILDREN'S SERVICES WORKROOM

NET ASSIGNABLE SF: 1,830

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for the Children's Services Department staff.

o   Provide   visibility   from   the   Workroom   to the
      service desk (Space 1.10).

OCCUPANCY

Eight to 12 staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

      Private office for manager w/desk, posture chair, file
      storage, shelving for 200 vols., two side chairs, small
      conference table and computer terminal w/printer; allow
      150 nasf.

  4   Office system work stations for librarians w/work
      surface, posture chair, file storage, and side chair;
      allow 400 nasf.

  4   Office system work stations for clerks w/work surface,
      posture chair and file storage; allow 300 nasf.

  2   Work tables (3' x 7' ea.) w/six posture chairs; allow
      200 nasf.

250   Linear   ft.   of   90"H,   double-face   steel   bookstack
      shelving for 2,000 vols.; allow 200 nasf.

  3   10-drawer stacking map cases for poster storage; allow
      120 nasf.

 12   Full-size lockers; allow 60 nasf.

      Closet for supplies and storage with a minimum of 200
      linear ft. of shelving; allow 200 nasf.

      Machine station area for staff, include floor and work
      surface   space   for   one   PC   w/printer,   two
      OPAC terminals w/printers, one microfiche reader, one
      electric typewriter and one telefacsimile machine
      and three posture chairs; allow 200 nasf.

SPATIAL RELATIONSHIPS

Visible from: Children's Services service desk (Space 1.10).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications:Provide for telephones at each office and work station; provide for wall-mounted telephone near the work table area.

Electronics: Wire for the computer terminals, printers, electric typewriter and telefacsimile machine.

Lighting: Task lighting at each work station and office work surface.

Utilities: Provide a sink near the work table area.

SPACE 1.14 1ST STOP REFERENCE   NET ASSIGNABLE SF: 5,885

FUNCTIONAL ACTIVITIES DESCRIPTION

o   This will be the "front-line" reference service desk,
     including a ready reference collection of 1,000
     volumes.

o   A place for various posters, brochures and other
     printed materials to be distributed to the user.

o   A prominently located, high traffic, display area for
     new or current adult and young adult books and
     materials housed in a mix of "bookstore-type" and
     "regular" (spine-out) shelving with tilted shelves
     and lighted marquee tops.

o   There will be three sub-areas within the overall space.

OCCUPANCY

Thirty to 150 users (21 seated).

Staffing of one manager, 10 librarians, six library
assistants and four shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 1.14A - 1st-Stop Reference; allow 950 nasf.

     Custom-designed, modular service desk w/three staff
     stations, three posture stools, shelving for 100 vols.,
     two OPAC terminals w/one printer and three telephones;
     allow 450 nasf.

180 Linear ft. of 48"H double-face steel bookstack shelving
     w/counter top for 900 ready reference books; allow 100
     nasf.

  2 Four-place reader tables w/four reader chairs each;
     allow 200 nasf.

  4 Kiosk-type display units (brochure racks) for posters,
     literature distribution and related materials; allow
     200 nasf.

Sub-Area 1.14B - Browsing Library; allow 3,960 nasf.

5,010 Linear ft. of 66"H double-face display-type or bookstore-type shelving for 15,000 new or current adult vols.; allow 3,000 nasf.

  10 Paperbound book display units; allow 500 nasf.

   4 OPAC terminal stations w/two printers; allow 180 nasf.

   4 Benches for two persons each, to be scattered throughout the space; allow 80 nasf.

   Display space w/two display/exhibit cases; allow 200 nasf.

Sub-Area 1.14C - 20 OPAC terminal stations, 15/w printers; allow 975 nasf.

   Design 15 of the terminals for stand-up access tables wired for electronics, five for sit-down use. House two terminals and one printer on tables designed for wheelchair access; allow 975 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Children's Services (Space 1.10).

Close to: Check-Out/Registration (Space 1.6).

Visible from: Main entrance into the building.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Design so as to preclude noise "spill over" into the other areas of this level.

Communications:Provide three telephones at the "First Stop "service desk, one at the Young Adult service desk.

Electronics: Wire for OPAC terminals w/printers and personal computers w/printers.

Other: Position the "First Stop" service desk to
                have maximum visual control of bookstacks
                and seating.

                Provide a "people counter" device at the
                entrance into the space.

OTHER COMMENTS

This level <u>must</u> be visible and inviting from the main
entrance/lobby.   Consider a bright sign (perhaps neon)
"outside" this space that invites users to this space.

Locate the   entrance into the space out of the traffic
patterns, but in such a way to draw attention to the space.

SPACE 1.15 INTERLIBRARY LOAN/RESERVES

NET ASSIGNABLE SF: 1,175

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Service counter for users wishing to place interlibrary loan (ILL) requests and pick-up materials obtained via ILL and/or the reserve process.

o   Workroom/office for ILL staff.

o   There will be two sub-areas within the overall space.

OCCUPANCY

One to eight users (two seated).

Four and five staff.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 15.A - Public Service Area; allow 420 nasf.

   Custom-designed, modular service counter w/two staff stations, two posture stools, one OPAC terminal w/printer, one telephone; allow 300 nasf.

51   Linear ft. of 60"H, double-faced, steel bookstack shelving for 500 vols.; allow 50 nasf.

 2   1-place table w/reader chair; allow 70 nasf.

Sub-Area 15.B - Workroom/Office Area; allow 755 nasf.

   Office system work station for librarian w/work surface, posture chair, OPAC terminal w/printer, file storage and side chair; allow 100 nasf.

 3   Office system work stations for library assistants w/work surface, posture chair, file storage and one station w/OPAC; allow 225 nasf.

 2   Work tables (3' x 5') w/two posture chairs; allow 150 nasf.

72   Linear ft. of 90"H, double-face steel bookstack shelving for 700 vols.; allow 70 nasf.

   4-drawer, lateral-pull file cabinet; allow 15 nasf.

Storage cabinet; allow 20 nasf.

5   Full-size lockers; allow 25 nasf.

Machine station area for staff, include floor and work
surface space for one CD-ROM player, one OCLC terminal
w/printer, one RLIN terminal w/printer, one microfiche
reader/printer, one PC w/printer, one electric
typewriter, and two posture chairs; allow 150 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: 1st Stop Reference (Space 1.14).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide for a telephone at the service desk
and at each work station.

Electronics: Wire for the OPAC terminals w/printers.

Other: Provide a "people counter" at the entrance
into the space.

SPACE 1.16 DEAF SERVICES   NET ASSIGNABLE SF: 2,400

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A service center for those library users with hearing
    impairments.

o   A space for users, staff and library materials. The
    staff will work with users both within the building and
    by telecommunications.

o   Provide shelving, seating and other moveable furniture
    and equipment for a basic collection of books and other
    materials.

o   Provide a TDD machine for use by the hearing impaired
    at the service desk (staff will be the primary users of
    the machine to receive and respond to the informational
    requests).

OCCUPANCY

Ten to 30 users (18 seated).

Staff includes one librarian (supervisor), one library
assistant, two clerks and one shelver (page).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

    Custom-designed, modular service desk w/two staff
    stations for work w/users in the library and one
    staff station for work w/telephone users; shelving
    w/pull-out ledges for use of books for 100 "ready
    reference" vols., two OPAC terminals w/printers at
    the "walk-in" station, one OPAC terminal wo/printer
    at telephone station and one TDD machine (see
    statement above). Provide three posture chairs;
    allow 450 nasf.

    One telefacsimile machine locate near the service
    desk, screen for noise; allow 20 nasf.

  2 One-place, wired carrels housing online databases
    w/two printers and two posture chairs, design one for
    use by a person in a wheelchair; allow 180 nasf.

  2 OPAC terminal stations, one w/printer. Design both
    of the terminals for sit-down use, one designed
    for wheelchair access; allow 180 nasf.

813   Linear ft. of 48"H, double-face steel bookstack shelving for 4,500 books and 2,000 videocassettes; allow 650 nasf.

3   4-drawer, lateral-pull file cabinets; allow 60 nasf.

2   4-place reader tables (48"D) w/four reader chairs each, design both tables for access by persons in wheelchairs; allow 300 nasf.

4   1-place tables w/one swivel reader chair each, task-lighted; allow 200 nasf.

4   Arm chairs w/one end table per every two chairs; allow 160 nasf.

Display area for books and other materials; allow 200 nasf.

SPATIAL RELATIONSHIPS

Close to: Vertical transportation system

Visible from: Entrance/Lobby (Space 1.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide two telephones and one TDD instrument at the service desk.

Electronics: Wire for OPAC terminals and printers, telefacsimile machine and TDD.

Lighting: Consider task lighting for reader tables, pay close attention to problems of backlighting, dark spots or glare.

Other: Provide a "people counter" at the entrance to the space.

OTHER COMMENTS

At the service desk the staff assigned to the "walk-in" stations will share reference materials with the "telephone" staff. The telephone station _must_ be shielded from the walk-in public and library noise.

Extreme care _must_ be taken to minimize ambient noise for the entire space from the balance of the floor without using walls.

If possible, the Audiovisual Collection (Space 3.3) and this
space should be near the public elevators to facilitate user
movement between these two service points.

SPACE 1.17   DEAF SERVICES WORKROOM   NET ASSIGNABLE SF: 700

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for the Deaf Services Department staff.

o   Provide visibility from the Workroom to the service
    desk (Space 1.16).

OCCUPANCY

Five to seven staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT:

Semi-private office for librarian (supervisor) w/desk,
posture chair, file storage, two side chairs and
computer terminal; allow 125 nasf.

Office system work stations for library assistants
w/work surface, posture chair, and file storage; allow
75 nasf.

2   Office system work stations for library clerks w/work
    surface, posture chair, and file storage; allow 150
    nasf.

27 Linear ft. of 48"H double-face steel bookstack shelving
    for 200 vols.; allow 20 nasf.

Work table (3' X 7') w/two posture chairs; allow 100
nasf.

6   Full-size lockers; allow 30 nasf.

Machine station area for staff, include floor and work
surface space for one PC w/printer, one OPAC terminal
w/printer, one electric typewriter, one telefacsimile
machine, one TDD machine and three posture chairs;
allow 200 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Deaf Services service desk (Space 1.16).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones in office and each
                work station. Provide for one wall-mounted
                telephone near the work table area. Provide
                one dedicated telephone line for TDD.

Electronics: Wire for the computer terminals, printers,
                electric typewriter, TDD and telefacsimile
                machine.

Lighting: Task lighting at each work station and office
                work surface.

Utilities: Provide a sink near the work table area.

SPACE 1.18   PROJECT READ   NET ASSIGNABLE SF: 2,000

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Service "counter" for the literacy program of the San
     Francisco Public Library.

o   Functions as both a public service space and as an
     office for work throughout the library system.

OCCUPANCY

One to four users.

Staffing of one manager, one librarian and two clerks, plus
a core of volunteers. **(NOTE: Space should be provided for
as many as eight volunteers at any one time.)**

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

       Custom-designed, modular service counter w/one staff
       station, one posture stool, one OPAC terminal w/printer
       and one telephone; allow 150 nasf.

84   Linear ft. of 48"H, double-face steel bookstack
       shelving for 1,000 paperback vols.; allow 200 nasf.

 4   Interviewing rooms "built" w/moveable wall system, each
       room to have a work surface, two reader chairs, white
       wall and tackable surface; allow 200 nasf.

       Private office for manager w/desk, posture chair, file
       storage, small conference table, two side chairs and
       computer terminal; allow 125 nasf.

       Office system work station for librarian w/work
       surface, posture chair and side chair; allow 100 nasf.

 2   Office system work stations for clerks w/work surface,
       posture chair and file storage; allow 150 nasf.

 8   Office system work stations for volunteers w/shared
       work surfaces and posture chairs; allow 520 nasf.

       Work table (3' x 7') w/two posture chairs; allow 100
       nasf.

54   Linear ft. of 90"H, double-face steel bookstack
       shelving for 450 vols.; allow 45 nasf.

Machine station area for staff, include floor and work
surface space for five PCs w/two printers, one OPAC
terminal w/one printer, one microfiche reader/printer,
one electric typewriter, one telefacsimile machine and
five posture chairs; allow 350 nasf.

12   Full-size lockers; allow 60 nasf.

SPATIAL RELATIONSHIPS

Visible from: Entrance/Lobby (Space 1.1).

ENGINEERING/ENVIRONMENTAL NEEDS

Acoustics: See Space 1.7.

Communications: Provide for a telephone at the service
               counter and at each work station and office.
               Provide one wall-mounted telephone in the
               volunteers work area. Place telephone jacks
               (secured) in the interviewing rooms.

Electronics: Wire for the computer terminals, printers,
               telefacsimile machine, electric typewriter
               and microfiche reader/printer.

Utilities: Provide a sink near the volunteers work area.

Other: Provide a "people counter" at the entrance
               into the space.

OTHER COMMENTS

This will be one space. Care <u>must</u> be taken to provide for
noise and visual separation between the public service area
of the space and the staff/volunteers work area.

2ND FLOOR SUMMARY

The 2nd Floor contains six spaces.   There are three different, distinctive space groupings.

Reference Department

NASF	—	18,450
GSF	—	24,600
Volumes	—	170,700
User Seating	—	122
Staff	—	13[1]

Fiction/Languages/Newcomers Help Department

NASF	—	17,980
GSF	—	24,000
Volumes	—	129,400[2]
Periodicals	—	100 (current subscriptions)
User Seating	—	86
Staffing	—	24[1]

Study/Meeting Rooms

NASF	—	700
GSF	—	950
User Seating	—	46

2ND FLOOR TOTALS

NASF	—	37,130
GSF	—	49,550
Volumes	—	300,100
Periodicals	—	100 (current subscriptions)
User Seating	—	254
Staff	—	37

Notes:

1.   Not including part-time shelvers (pages); see specific spaces for the number of part-time personnel.

2.   Not including 1,575 audiovisual items.

SPACE 2.1 REFERENCE DEPARTMENT   NET ASSIGNABLE SF: 16,100

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Public service area for the Main Library's collection
    of circulating and reference books and other materials
    that cover the Dewey classification numbers 000, 100,
    200, some 300s (300 -319, 360 - 379 and 390 - 399) 400,
    500, 800, 900, as well as the National Union Catalog
    (NUC), other national bibliographies and out-of-city
    telephone directories.

o   The Department will include collections that highlight
    the ethnic diversity of San Francisco's population,
    e.g. Black Studies, Native American Studies, Asian-
    Pacific cultures and Hispanic heritage. Both reference
    materials and display areas will be included.

o   The Department will provide "library literacy" and
    orientation (to complement the Main Library building
    tours provided by the Friends of the Library (Space
    1.3).

OCCUPANCY

Fifty to 150 users (130 seated).

Staffing of one manager, one assistant manager, seven
librarians, three library assistants, two clerks and six
shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

      Custom-designed, modular service counter w/four
      staff stations, four posture stools, shelving for
      500 vols., three OPAC terminals w/two printers
      and three telephones; allow 600 nasf.

  276 Linear ft. of 48"H, double-face steel bookstack
      shelving for 2,000 ready reference books to be
      located adjacent to the service desk; allow 250
      nasf.

    3 Photocopy machines w/coin and debit-card capability,
      one change machine (coin, $1 and $5 bills),
      telefacsimile machine, locate near the service desk,
      screen for noise; allow 150 nasf.

10 OPAC terminal stations, five w/printers. Design
    one station for use by person in a wheelchair; allow
    500 nasf.

4,500 Linear ft. of 90"H, double-face steel bookstack
    shelving for 18,000 reference and 18,000 circulating
    books; allow 3,000 nasf. (NOTE: The bookstacks on
    **this level and the open stacks on other levels
    <u>must</u> include counter-height, lighted examination
    shelves   placed throughout   the   bookstacks   at
    regular intervals--every fourth section.)**

13,002 Linear ft. of 90"H, double-face compact steel
    bookstack shelving for 65,000 reference and 65,000
    circulating   books; allow   6,500   nasf.   (NOTE:
    **Consider a system that   will allow for the use of
    existing steel shelving to   be "mounted" on new
    compact shelving carriages.   The   carriages should
    be mechanical-assist type.)**

360 Linear ft. of 90"H, double-face, steel bookstack
    shelving for telephone directory collection; allow
    500 nasf. (NOTE: **Four sections should be arranged
    in such a manner that a 36"D shelf can be hung from
    the shelving uprights to serve as a work surface for
    persons using the directories.   Each work surface
    should have a reader chair.)**

    4-place table w/four reader chairs for use of
    telephone directories; allow 100 sf.

18 1-place tables w/one reader chair each, wire 10
    tables for electronic use w/work surface; allow
    1,180 nasf.

22 4-place tables w/four reacher chairs each; allow
    2,200 nasf.

8 Arm chairs w/one side table for each two chairs;
    allow 320 nasf.

    Display area; allow 200 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Reference Department Workroom (Space 2.2).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide, via the arrangement of the seating,
                a <u>quiet area</u> for reading at the tables and
                chairs. (NOTE: Provide similar areas in the
                following spaces; Fiction and Languages area
                of the Fiction/Languages/Newcomers Help
                Department [Space 2.3], Art and Music
                Department [Space 3.1],
                Periodicals/Microforms Department [Space
                3.4], Business/Technology/Documents
                Department [Space 4.1] and San Francisco
                History/Center for the Book Department [Space
                5.1].)

Communications: Provide telephones at the service desk, two
                telephone jacks (secured) in the bookstack
                area (open area) and four wall-mounted
                telephones in the compact shelving bookstack
                area (closed area). Consider cordless
                telephones in lieu of jacks.

Electronics: Wire for OPAC terminals and printers, CD-ROM
                terminals (at one-place tables), online
                database terminals (confer w/staff regarding
                specifics) and telefacsimile machine.

Lighting: Consider task lighting for table seating.
                Avoid natural light glare on terminal
                screens.

Other: Provide a "people counter" device at the
                entrance to this space.

OTHER COMMENTS

Provide for visual control of entry/exit into the closed
stack area from the service desk.

SPACE 2.2   REFERENCE DEPARTMENT WORKROOM
                                    NET ASSIGNABLE SF: 2,350

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for staff of the Reference Department.

OCCUPANCY

Twenty to 24 staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Private office for manager w/desk, posture chair, file storage, shelving for 200 vols., two side chairs, small conference table and computer terminal w/printer; allow 150 nasf.

Semi-private office for assistant manager w/desk, posture chair, file storage, two side chairs and computer terminal w/printer; allow 125 nasf.

7 Office system work stations for librarians w/work surface, posture chair, file storage and side chair; allow 700 nasf.

3 Office system work stations for library assistants w/work surface, posture chair and file storage; allow 225 nasf.

2 Office system work stations for clerks w/work surface, posture chair and file storage; allow 150 nasf.

252 Linear ft. of 90"H double-face steel bookstack shelving for 2,000 vols.; allow 200 nasf.

2 Work tables (3'x 7') w/four posture chairs, allow 200 nasf.

20 Full-size lockers; allow 100 nasf.

Machine station area for staff, include floor and work surface space for three PCs w/two printers, two OPAC terminals w/one printer, one electric typewriter, telefacsimile machine and five posture chairs; allow 400 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Reference Department service desk (Space 2.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones at both offices and each work station area. Provide for two wall-mounted telephones near the work table area.

Lighting: Task lighting at each work station and office work surface.

Utilities: Provide for sink near the work table.

SPACE 2.3 FICTION/LANGUAGES/NEWCOMERS HELP DEPARTMENT
                                NET ASSIGNABLE SF: 14,590

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Public service area for the Main Library's collection
     of general adult fiction collection, as well as large-
     type books (fiction and non-fiction).

o   Public service area for the Main Library's collection
     of materials in languages other than English.

o   Public service area for the Main Library's young adult
     services.

o   The service point where the Newcomer, both first-time
     library users and people newly arrived from other
     countries, can receive instruction and orientation on
     how to use the Main Library, the location of the
     various collections, etc.

o   The display of high demand fiction and languages
     materials will be placed in the Browsing Library (Space
     1.14B) on the 1st Floor.

o   There will be two sub-areas within this overall space.

OCCUPANCY

Fifty to 120 (86 seated).

Staffing of one manager, one assistant manager, seven
librarians, 10 library assistants, one supervisory clerk,
four clerks and 12 shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT:

Sub-Area 2.3A - Fiction/Languages/Young Adults ; allow
11,565 nasf.

        Custom-designed, modular service counter w/three
        staff stations, three posture stools, two OPAC
        terminals w/one printer, three telephones and
        shelving for 200 vols.; allow 450 nasf.

        Photocopy machine w/coin and debit-card capability,
        one change machine (coins and $1 and $5 bills),
        one telefacsimile machine, locate near the service
        desk, screen for noise; allow 50 nasf.

11,112 Linear ft. of 90"H, double-face steel bookstack
shelving for 100,000 circulating fiction and young
adult vols.; allow 6,670 nasf. (NOTE: The
bookstacks on this level and the open stacks on other
levels <u>must</u> include counter-height, lighted
examination shelves placed throughout the bookstack
area at regular intervals—every fourth section.)

2,571 Linear ft. of 90"H, double-face steel bookstack
shelving for 22,000 circulating languages books; allow
2,200 nasf. (NOTE: The bookstacks on this level and
the open stacks on other levels <u>must</u> include counter-
height, lighted examination shelves placed throughout
the bookstack area at regular intervals—every fourth
section.)

   8 OPAC terminal stations, two w/printers. Design one
station for use by person in a wheelchair; allow 335
nasf.

   8 4-place tables w/four reader chairs; allow 800 nasf.
(NOTE: Place a VisualTek Magnifier on one table,
locate the table adjacent to the large-type books.)

  12 1-place tables w/one reader chair each; allow 420
nasf.

   6 Arm chairs w/one side table; allow 240 nasf.

   Display area; allow 400 nasf.

Sub-Area 2.3B - Newcomers-Help Center; allow 3,025

 700 Linear ft. of 60"H, double-face steel bookstack
shelving for 5,000 vols.; allow 700 nasf.

 100 Linear ft. of 60"H, double-face steel sloping display
shelving w/fixed, flat shelves below for 100 current
periodicals and back issues; allow 100 nasf.

 150 Linear ft. of 60"H, double-face steel bookstack
shelving for 1,500 audiocassettes and 75
videocassettes; allow 400 nasf.

   6 Paperbound book display units; allow 300 nasf.

6   OPAC terminal stations w/two printers; Design one
    station for use by person in a wheelchair; allow 265
    nasf.

6   4-place tables w/four reader chairs each; allow 600
    nasf.

8   1-place tables w/one reader chair each; allow 280 nasf.

4   Listening/viewing stations w/one reader chair each;
    allow 180 nasf.

    Display space w/flexible, free-standing display units;
    allow 200 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Reference Department (Space 2.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Design so as to preclude noise "spill over"
                into the other areas of this level.

Communications: Provide   three   telephones   at   the
                Fiction/Languages/Young Adults service desk
                and four telephone jacks (secured) in the
                bookstack area. Consider cordless telephones
                in lieu of jacks.

Electronics: Wire   for   OPAC   terminals   w/printers,
                telefacsimile machine and listening/viewing
                stations.

Lighting: Lighting for this expanse of bookstacks will
                require special attention in order to avoid
                dark   spots   in   the   bookstacks   and   not
                overlight the rest of the floor.   Consider
                task lighting for table seating.

Security: Position the Fiction/Languages/Young Adults
                service desk to have maximum visual control
                of the bookstack and seating areas.

Other: Provide a "people counter" at the entrance to
                these spaces.

OTHER COMMENTS

The service desk will be identified by large signs and colorful banners in various languages.

Provide for considerable display space in order to highlight several different languages at any one time.

SPACE 2.4 FICTION/LANGUAGES/NEWCOMERS WORKROOM

NET ASSIGNABLE SF: 3,390

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for staff of the Fiction/Languages/Newcomers
    Department.

OCCUPANCY

Twenty-four to 38 staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Private office for manager w/desk, posture chair, file
storage, shelving for 200 vols., two side chairs, small
conference table and computer terminal w/printer; allow
150 nasf.

Semi-private office for assistant manager w/desk,
posture chair, file storage, two side chairs and
computer terminal w/printer; allow 125 nasf.

7   Office system work stations for librarians w/work
    surface, posture chair, file storage and side chair;
    allow 700 nasf.

10 Office system work stations for library assistants
    w/work surface, posture chair and file storage; allow
    750 nasf.

Office system work station for supervisory clerk w/work
surface, posture chair, file storage, side chair and
computer terminal; allow 75 nasf.

4   Office system work stations for clerks w/work surface,
    posture chair and file storage; allow 300 nasf.

4   Work tables (3' x 7') w/12 posture chairs, the tables
    will be used by shelving staff; allow 400 nasf.

252 Linear ft. of 90"H double-face steel bookstack shelving
    for 2,000 vols.; allow 200 nasf.

38 Full-size lockers; allow 190 nasf.

Machine station area for staff, include floor and work
surface space for four PCs w/one printer, four OPAC
terminals w/printers, two electric typewriters, two
microform reader/printers (one microfiche and one
microform) and one telefacsimile machine and six
posture chairs; allow 500 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Fiction/Languages/Newcomers   Help   service
desk (Space 2.3).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications:Provide for telephones at each office and
work station, provide for two wall-mounted
telephones near the work table area.

Electronics: Wire for computer terminals, printers,
microform machines, electric typewriters and
telefacsimile machine.

Lighting: Task lighting at each work station and office
work surfaces.

Utilities: Provide a sink near the work table area.

SPACE 2.5 STUDY/COMPUTER ROOMS   NET ASSIGNABLE SF: 400

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide eight study/computer spaces for one or two
     users near the service desk to facilitate study and/or
     use of PCs (or typing); allow 50 nasf each.

o   Rooms may also be used for tutoring.

OCCUPANCY

One to 16 users.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Each study/computer room should contain;

2   Posture chairs.

     Wall-mounted combination tack/white board.

     Work surface.

SPATIAL RELATIONSHIPS

Visible from: Two rooms visible from Reference Department
               service desk (Space 2.1); two rooms visible
               from   Fiction/Languages/Newcomers   Help
               Department service desk (Space 2.3).

Locate: On the "outside" perimeter of the floor.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Utilize office system furniture and equipment
               to "build" the spaces.

Communications:Provide a secured telephone jack in each
               room.

Electronics: Provide for a TV cable drop in each room.
               Wire for a computer w/printer in each room.

Security: Vision panel in the door of each room is
               required.   Wall(s) above the work surface
               must be glass.

OTHER COMMENTS

These rooms will also be on the Third and Fourth Floors.

SPACE 2.6 MEETING ROOM   **NET ASSIGNABLE SF: 300**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A room for small group meetings and study sessions.

o   Provide for both theater-style and classroom seating.

OCCUPANCY

Twenty-five to 30.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

30   Stacking chairs w/dollies.

 4   Folding tables w/dollies.

     Lectern.

     One wall should be white board for viewing and writing.

SPATIAL RELATIONSHIPS

Visible from: Reference Department service desk (Space
               2.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide adequate acoustical treatment to
               avoid disturbance from other activities in
               the area.

Communications: Provide one telephone jack (secured).

Electronics: Provide wiring for computer and cable TV
               drop.

Lighting: Provide dimmer controls.

Security: Provide glass panel wall(s) for visual
               control by staff.

3RD FLOOR SUMMARY

The 3rd Floor contains seven spaces. There are three different, distinctive space groupings.

Art and Music Department/Audiovisual Collections

NASF	–	12,845
GSF	–	17,150
Volumes	–	65,600[1]
User Seating	–	73
Staff	–	15[2]

Periodicals/Microforms Department

NASF	–	25,855
GSF	–	33,150
Volumes	–	73,700
Periodicals	–	7,350[4] (current subscriptions)
User Seating	–	172
Staff	–	11[2]

Study/Meeting Rooms

NASF	–	700
GSF	–	950
User Seating	–	46

3RD FLOOR TOTALS

NASF	–	38,400
GSF	–	51,250
Volumes	–	139,300
Periodicals	–	7,350 (current subscriptions)
User Seating	–	291
Staff	–	26

Notes:

1. Not including 100,000 pieces of sheet music in Art and Music Department; including 28,000 audiovisual items in Audiovisual Collections.
2. Not including part-time shelvers (pages); see specific spaces for the number of part-time personnel.
3. Including 70,000 volumes of bound periodicals.
4. Including 7,200 current periodical and 150 current newspapers.

SPACE 3.1 ART AND MUSIC DEPARTMENT   NET ASSIGNABLE SF: 7,100

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Public service area for the Main Library's collection
    of circulating and reference books and others materials
    that cover the Dewey classification number in the 700s.

OCCUPANCY

Twenty to 70 users (43 seated).

Staffing includes one manager, one assistant manager, six
librarians, two library technical assistant, one library
assistant and one shelver (page).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

      Custom-designed, modular service counter w/two staff
      stations, two posture stools, two OPAC terminals w/one
      printer, two telephone and shelving for 400 vols.;
      allow 300 nasf.

  144 Linear ft. of 48"H, double-face steel bookstack
      shelving for 1,000 ready reference books to be located
      adjacent to the service desk; allow 150 nasf.

    2 Photocopy machines (one color) w/coin and debit-card
      capability on the "b & w" machine, locate near the
      service desk, screen for noise; allow 100 nasf.

    6 OPAC terminal stations, two w/printers.   Design one
      station for use by person in a wheelchair; allow 320
      nasf.

  657 Linear ft. of 90"H, double-face steel bookstack
      shelving for 4,000 reference books; allow 400 nasf.
      (NOTE: The bookstacks on this level and the open
      stacks on other levels <u>must</u> include counter-height,
      lighted examination shelves placed throughout the
      bookstack area at regular intervals--every fourth
      section.)

  651 Linear ft. of 90"H, double-face steel bookstack
      shelving for music scores; allow 400 nasf.

4,750 Linear ft. of 90"H, double-face compact steel
bookstack shelving for 15,000 reference and 15,000
circulating books and 100,000 pieces of sheet music;
allow 2,495 nasf. (NOTE: **Consider a system that will
allow for the use of existing steel shelving to be
"mounted" on new compact shelving carriages. The
carriages should be mechanical-assist type. The sheet
music may be housed in 4-drawer, front-pull file
cabinets--they can be placed on the carriages.**)

Housing unit(s) for audiovisual materials (primarily
audiocassettes); allow 500 nasf. (NOTE: **Confer
w/staff for details regarding preferred housing
unit(s).**)

5 10-drawer map cases (for flat art); allow 200 nasf.

10 4-drawer, lateral-pull file cabinets; allow 150 nasf.

4 1-place tables w/reader chair each; allow 250 nasf.

4 4-place tables w/four reader chairs each; allow 400
nasf.

4 Large reader tables (for use w/large art books, etc.)
w/two reader chairs each; allow 480 nasf.

4 Arm chairs w/two side tables; allow 160 nasf.

2 Audio/video listening/viewing stations w/one reader
chair each; allow 90 nasf.

6 Video/disc reader stations, two w/printers; allow 270
nasf.

3 Microfiche reader/printer stations; allow 135 nasf.

Display area; allow 300 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Audiovisual Collection (Space 3.3)

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide telephones at the service desk and
two wall-mounted telephones in the compact
shelving bookstack area (closed stacks).
Consider cordless telephones in lieu of
jacks.

Electronics: Wire for OPAC terminals and printers, microfiche reader/printers, color photocopy machine and the videocassette/disc players/printers.

Lighting: Consider task lighting for table seating. Avoid natural light glare on terminal stations.

Other: Provide a "people counter" device at the entrance into the space.

OTHER COMMENTS

Provide for visual control of entry/exit into the closed stack area from the service desk.

SPACE 3.2 ART AND MUSIC DEPARTMENT WORKROOM
                              NET ASSIGNABLE SF: 1,850

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for the Art and Music Department staff.

OCCUPANCY

Eleven to 12 staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

      Private office for manager w/desk, posture chair, file
      storage, shelving for 200 vols., two side chairs, small
      conference table and computer terminal w/printer; allow
      150 nasf.

      Semi-private office for assistant manager w/desk,
      posture chair, file storage, two side chairs, and
      computer terminal w/printer; allow 125 nasf.

  6   Office system work stations for librarians w/work
      surface, posture chair, file storage and side chair;
      allow 600 nasf.

      Office system work station for library technical
      assistant w/work surface, posture chair and file
      storage; allow 90 nasf.

      Office system work station for library assistant w/work
      surface, posture chair and file storage; allow 75 nasf.

 252 Linear ft. of 90"H, double-face steel bookstack
      shelving for 2,000 vols., allow 200 nasf.

   2 Work tables (3' x 7') w/four posture chairs; allow 200
      nasf.

  12 Full-size lockers; allow 60 nasf.

      Machine station area for staff, include floor and work
      surface space for two PCs w/one printer, one OPAC
      terminal w/printer, one audio/video listening/viewing
      station, one electric typewriter, telefacsimile machine
      and four posture chairs; allow 350 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Art and Music Department service desk (Space 3.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications:Provide for telephones at office and each work station.   Provide one wall-mounted telephone near the work table area.

Electronics: Wire for OPAC terminal w/printer, PCs w/printer, audio and video viewing/listening stations, electric typewriter and telefacsimile machine.

Lighting: Task lighting at each work station and office work surface.

Utilities: Provide for sink near the work table.

SPACE 3.3 AUDIOVISUAL SERVICES   NET ASSIGNABLE SF: 3,895

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Listening and viewing area for non-print materials for adults.

o   Provide self-service display of circulating audiovisual materials, including videocassettes, CDs, books-on-tape, audiocassettes, ESL audio and video material and picture file materials. Materials will be checked-out at the Check-Out/Registration Desk on the 1st Floor (Space 1.6).

o   There will be two sub-areas in this space.

OCCUPANCY

Fifteen to 50 users (30 seated).

Staffing includes one manager, two library assistants, one clerk and two shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 3.3A - Public Service Space; allow 2,915 nasf.

    4 OPAC terminal stations w/two printers; allow 140 nasf.

4,000 Linear ft. of 60"H, shelving units for an estimated 28,000 items of audiovisual materials (including videocassettes, audiocassettes, LP recordings, compact disks, etc.); allow 2,100 nasf.

    15 Electronic media stations w/two seats each, five stations to be wired for CD players, five for audiocassette and five for videocassette players; allow 675 nasf.

Sub-Area 3.3B - Staff Workroom; allow 980 nasf.

    Semi-private office for department manager w/desk, posture chair, file storage, two side chairs and computer terminal w/printer; allow 125 nasf.

2   Office system work stations for library assistants
     w/work surface, posture chair and file storage; allow
     150 nasf.

     Office system work station for library clerk w/work
     surface, posture chair and file storage; allow 75 nasf.

2   Work tables (3' x 7') w/four posture chairs for
     sorting, repairing and handling the various formats of
     materials; allow 200 nasf.

6   Full-size lockers; allow 30 nasf.

     Machine station area for staff, include floor and work
     surface space for two PCs w/one printer, one OPAC
     terminal w/printer, one electric typewriter, one video
     monitor, one audiocassette recorder/player and one CD
     player, provide five posture chairs; allow 400 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Art and Music Department (Space 3.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Design so as to preclude noise "spill over"
                  from this space into other spaces on this
                  level.

Communications:Provide one telephone at the service desk.

Electronics: Wire for OPAC terminals w/printers, personal
                  computers   w/printers,   the   audiovisual
                  equipment and the electric typewriter.

Lighting: Avoid glare/direct sunlight on PC stations.

Security: Provide security surveillance cameras.

Other: Provide a "people counter" at the entrance
                  into the space.

OTHER COMMENTS

The staff workroom (Space 3.3B) <u>must</u> be immediately adjacent
to the Art and Music Department workroom (Space 3.2).

SPACE 3.4   PERIODICALS/MICROFORMS DEPARTMENT
                              NET ASSIGNABLE SF: 22,870

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Reading and display area for all current and backfile
    periodical subscriptions and newspaper subscriptions.
    There are now 7,000 periodical (magazine) and 150
    newspaper subscriptions.

o   Provide shelving for housing up to 10 years of back
    issues of bound periodicals in the open stack area and
    flat storage of most back newspapers for six weeks;
    eight titles for four months.

o   Other back issues are available on microform, via full-
    text, online databases and bound volumes in compact
    storage.

OCCUPANCY

Forty to 200 users (172 seated).

Staffing includes one manager, five library assistants, one
supervisory clerk, four clerks and six shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

        Custom-designed, modular service counter w/four staff
        stations, four posture stools, three OPAC terminals
        w/two   printers,   one   cash   register,   three
        telephones, space for 12 book trucks for the re-
        shelving of periodicals, one 4-drawer, lateral-pull
        file cabinet for storage of bulbs and other equipment
        supplies/parts; allow 900 nasf.

    6   Photocopy machines (one for 11" x 17" size paper and
        two color copiers) w/coin and debit-card capability,
        one change machine (coins, $1 and $5 bills), three
        telefacsimile machines, locate near the service desk,
        screen for noise; allow 300 nasf.

201 Linear ft. of 60"H, 10"D (12"D base shelf) double-face steel periodical shelving for 200 current periodicals that are subject to theft, shelf in a protected area near the service desk; allow 200 nasf.

7,500 Linear ft. of 60"H, 10"D (12"D base shelf) double-face steel periodical shelving for 7,000 current periodicals; allow 7,000 nasf. (NOTE: House the current periodical issues facing out on sloped, hinged shelving with a flat shelf beneath, with about 200 titles housed in a protected area, retrieved by staff [these include financial and investment journals, etc.]; house the current newspaper issues on flat shelves.)

225 Linear ft. of 60"H, 16"D (18"D base shelf) double-face steel shelving for 150 current newspapers; allow 225 nasf.

8,751 Linear ft. of 90"H, double-face steel bookstack shelving for 70,000 bound volumes of back issue magazines (five years of 7,000 titles @ two vols. per year); allow 7,000 nasf.

450 Linear ft. of 60"H, 20"D double-face steel bookstack shelving for 150 unbound newspapers retained for six weeks (eight titles retained for four months); allow 200 nasf.

201 Linear ft. of 90"H, double-face steel bookstack shelving w/pull-out reference shelves for 400 newspaper index vols.; allow 50 nasf.

2 Double-tier, double-face index table (approx. 48"H x 90"L) for 300 large, oversized, heavy indices w/two shelves per side and six stools at each table; allow 400 nasf.

20 Microform reader/printer stations w/posture chair for each; allow 900 nasf.

2 "Business Collection" microform reader/printer stations w/posture chair for each; allow 90 nasf.

2 "Magazine Collection" microform reader/printer stations w/posture chair for each; allow 90 nasf.

75 Nine-drawer microform storage cabinets; allow
   1,125 nasf.

30 Four-place reader tables w/four reader chairs each;
   allow 3,000 nasf.

16 One-place stations wired for public use of OPAC
   terminals (six stations), CD-ROM periodical indexes
   (six stations) and PCs (four stations), all
   w/printers, posture chair and work surface, use
   office system furniture to "build" these stations;
   allow 1,140 nasf.

10 Booktrucks for materials returned by patrons; allow
   50 nasf.

   Display area; allow 200 nasf.

SPATIAL RELATIONSHIPS

Convenient from: Reference (Space 2.1), Art and Music
                    (Space 3.1) and Business/Technology/
                    Government (Space 4.1) departments.

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide three telephones at the service desk
                and four wall-mounted telephone jacks in the
                closed stack area.

Electronics: Wire for OPAC terminals, printers, CD-ROM
                terminals, database terminals, telefacsimile
                machines and microform reader/printers.

Lighting: Consider task lighting for table seating.
                Provide for dimmer controls at microform
                reader/printer stations.

Security: The desk must also serve as the buffer
                between the open and closed stack areas. The
                desk must not be an open type desk that
                allows the general public to walk behind the
                desk.

Other: Provide a "people counter" at the entrance
                into the space.

OTHER COMMENTS

This will be a very busy area, one of the busiest in the building.   There will be several users who will spend long hours reading out-of-town newspapers and current magazines.

The service desk must be located in such a manner that staff working there have a good visual command of the entire open stack area.

SPACE 3.5 PERIODICALS/MICROFORMS DEPARTMENT WORKROOM
NET ASSIGNABLE SF: 1,985

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for the staff of the Periodicals/Microforms
    Department.

OCCUPANCY

Twelve to 17 staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

    Private office for manager w/desk, posture chair, file
storage, shelving for 200 vols., two side chairs, small
conference table and computer terminal w/printer; allow
150 nasf.

  5 Office system work stations for library assistants
w/work surface, posture chair and file storage; allow
375 nasf.

    Office system work station for supervisory clerk w/work
surface, posture chair, file storage, side chair and
computer terminal; allow 75 nasf.

  4 Office system work stations for clerks w/work surface,
posture chair and file storage; allow 300 nasf.

300 Linear ft. of 90"H, double-face steel bookstack
shelving for 3,000 vols., allow 300 nasf.

  4 Work tables (3' x 7') w/two posture chairs each for
processing of magazine and newspaper subscriptions and
microforms; allow 400 nasf.

 17 Full-size lockers; allow 85 nasf.

    Machine station area for staff, include floor and work
surface space for three PCs w/one printer, three OPAC
terminals w/printers, two microform reader/printers
(one microfiche and one microfilm), one electric
typewriter, one telefacsimile machine and four posture
chairs; allow 300 sf.

SPATIAL RELATIONSHIPS

Adjacent to: Periodicals/Microforms   Department   service
                desk (Space 3.4).

ENGINEERING/ENVIRONMENTAL NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones at each office and
                work station, provide for one wall-mounted
                telephone near the work table area.

Electronics: Wire for the computer terminals, the
                printers, microfiche readers, electric
                typewriter and telefacsimile machine.

Lighting: Task lighting at each work station and office
                work surface.

Utilities: Provide a sink near the work table area.

SPACE 3.6 STUDY/COMPUTER ROOMS   NET ASSIGNABLE SF: 400

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide eight study/computer spaces for one or two
     users near the service desk to facilitate study and/or
     the use of PCs (or typing); allow 50 nasf each.

o   Rooms may also be used for tutoring.

OCCUPANCY

One to 16 users.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Each study room should contain;

2   Posture chairs.

     Wall-mounted combination tack/wall board.

     Work surface.

SPATIAL RELATIONSHIPS

Visible from: Two   rooms   visible   from   Art   and   Music
                Department service desk (Space 3.1); two room
                visible   from   Periodicals/Microforms
                Department service desk (Space 3.4)

Locate: On the "outside" perimeter of the floor.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Utilize office system furniture and equipment
                to "build" the spaces.

Communications: Provide a secured telephone jack in each
                room.

Electronics: Provide for a TV cable drop in each room.
                Wire for a computer w/printer in each room.

Security: Vision panel in the door of each room is
                <u>required</u>.   Wall(s) above the work surface
                <u>must</u> be glass.

OTHER COMMENTS

These rooms will be also be located on the Second and Fourth
floors.

SPACE 3.7   MEETING ROOM   NET ASSIGNABLE SF: 300

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A room for small group meetings and study sessions.

o   Provide for both theater-style and classroom seating.

OCCUPANCY

Twenty-five to 30.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

30   Stacking chairs w/dollies.

 4   Folding tables w/dolly.

      Lectern.

      One wall should be white board for viewing and writing.

SPATIAL RELATIONSHIPS

Visible from: Art and Music Department service desk (Space
                3.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide adequate acoustical treatment to
                avoid disturbance from other activities in
                the area.

Communications: Provide one telephone jack (secured).

Electronics: Provide wiring   for computer and cable TV
                drop.

Lighting: Provide dimmer controls.

Security: Provide glass panel wall(s) for visual
                control by staff.

4TH FLOOR SUMMARY

The 4th Floor contains five spaces.   There are three different, distinctive space groupings.

Business/Technology/Documents Department

NASF	–	32,585
GSF	–	43,450
Volumes	–	188,700[1]
Documents	–	221,600
User Seating	–	146
Staff	–	29[2]

Study/Meeting Rooms

NASF	–	700
GSF	–	950
User Seating	–	46

Closed Stacks

NASF	–	5,250
GSF	–	7,000
Volumes	–	150,000

4TH FLOOR TOTALS

NASF	–	38,535
GSF	–	51,400
Volumes	–	338,700
Documents	–	221,600
User Seating	–	192
Staff	–	29

Notes.

1.   Not including 250 audiovisual items.
2.   Not including part-time shelvers (pages); see specific spaces for the number of part-time personnel.

SPACE 4.1 BUSINESS/TECHNOLOGY/DOCUMENTS DEPARTMENT
                              NET ASSIGNABLE SF: 27,630

FUNCTIONAL ACTIVITIES DESCRIPTION

o   This area will house three service centers, or sub-
    areas.

o   Sub-Area 4.1A - The Business/Technology Center will
    provide service, seating and shelving for materials to
    serve the business community, investors and job
    seekers. The collections include business and
    financial services, job information, corporate
    directories, business periodicals indexes both in print
    and electronic formats (e.g. CD-ROM), import/export and
    international trade information, company annual
    reports, 10K reports. Circulating and reference
    materials in the 330, 380 and 600 Dewey classification
    categories are located here.

o   Sub-Area 4.1B - The Government Center will provide
    service, seating and shelving for materials to serve
    people needing legal or government information <u>and</u>
    access to information found in government publications.
    The collections include, State of California, regional
    government bodies and United States documents, plus
    legal information, political science, public policy and
    administration, agendas and minutes of City commissions
    and all information by and about San Francisco city
    agencies. Circulating and reference materials in the
    320s, 340s and 350s Dewey classification categories are
    located here. **(NOTE: The balance of the Dewey 300s are
    located in the Reference Department on the 2nd Floor.**

o   Sub-Area 4.1C - The Municipal Reference Center is an
    extension of 4.1B, providing reference assistance by
    telecommunications to city employees and officials in
    need of information from the collections. This area
    will <u>not</u> be open to the walk-in user.

o   The public service desk will have two identifiable but
    contiguous service point so that staff from one Center
    (4.1A or 4.1B) can assist users of another center.

OCCUPANCY

Fifty to 200 users (146 seated).

Staffing of one manager, one assistant manager, 12 librarians, 11 library assistants, four clerks and four shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

The following furniture and equipment is for Sub-Areas 4.1A, and 4.1B,; allow 7,485 nasf:

Custom-designed, modular service counter w/four staff stations, four posture stools, three OPAC terminals w/one printer, shelving for 400 vols. and four telephones; allow 700 nasf.

Semi-private, modular service desk w/two staff stations, two posture chairs, one OPAC terminal w/printer, two PC terminals w/printers (for online database searching), telefacsimile machine, shelving for 100 vols. and two telephones; allow 300 nasf. (NOTE: This service point must be located in such a way as to not be directly visible to the in-person public. The telephones must be "toggle-able" away from direct public contact.)

1,320   Linear ft. of 48"H, double-face steel bookstack shelving for 8,000 ready reference books to be located adjacent to the service desk; allow 1,000 nasf.

3   Photocopy machines w/coin and debit-card capability, one change machine (coin, $1 and $5 bills), one machine should be for 11" x 17" size copies, two telefacsimile machines, locate near the service desk, screen for noise; allow 150 nasf.

10   OPAC terminal stations, five w/printers. Design one station for use by person in a wheelchair; allow 405 nasf.

12 1-place electronic access user stations w/posture chairs, work surface, task lighting and power for eight CD-ROM units w/printers and four PC units w/printers; allow 1,080 nasf. (NOTE: **All CD-ROM stations must have printing capacity, although printers may be shared.**)

30 1-place tables w/reader chair; allow 1,050 nasf.

24 4-place reader tables w/four reader chairs each; allow 2,400 nasf.

Display area; allow 400 nasf.

The following furniture and equipment is primarily for Sub-Area 4.1A; allow 7,150 nasf:

2,286 Linear ft. of 90"H, double-face steel bookstack shelving for 8,000 circulating and 8,000 reference vols.; allow 1,600 nasf.

10 4-drawer, lateral-pull file cabinets (for pamphlet and annual report collections); allow 150 nasf.

11,571 Linear ft. of 90"H, double-face steel bookstack compact shelving for 81,000 circulating and 81,000 reference books in closed stacks; allow 5,400 nasf.

The following furniture and equipment is primarily for Sub-Area 4.1B; allow 12,290 nasf:

20,001 Linear ft. of 90"H, double-face steel bookstack shelving for 220,000 government publications; allow 11,000 nasf. (NOTE: **These stacks <u>must</u> be in a secure area, <u>not</u> in compact shelving, and easily accessed by the staff.**)

60 10-drawer microfiche cabinets; allow 900 nasf.

8 10-drawer microfilm cabinets; allow 120 nasf.

6 Microform reader/printer stations w/posture chair for each; allow 270 nasf.

The following furniture and equipment is for Sub-Area 4.1C;
allow 705 nasf:

   3   Office system work stations w/work surface, posture
       chair, file storage, one side chair, telephone and
       six linear ft. of shelving; allow 375 nasf.

   2   Viewing/listening stations; allow 90 nasf.

       Storage cabinet (lockable) for approximately 100
       videocassettes and 150 audiocassettes; allow 40
       nasf.

       Machine station area with floor and work surface
       space for telefacsimile machine, PC w/printer,
       electric typewriter, desk-top photocopy machine and
       three posture chairs; allow 200 sf.

SPATIAL RELATIONSHIPS

Adjacent to: Business/Technology/Documents Workroom (Space
                4.2).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide telephones at the service desks and
                12 telephone jacks (secured) throughout the
                bookstack area. Consider cordless telephones
                in lieu of jacks.

Electronics: Wire for OPAC terminals, printers, CD-Rom
                terminals, database terminals, telefacsimile
                machines and microform reader/printers.

Lighting: Consider task lighting for table seating.
                Provide for dimmer controls at microform
                reader/printer and electronic access user
                stations.

Other: Provide a "people counter" at the entrance
                into the space.

SPACE 4.2 BUSINESS/SCIENCE-TECHNOLOGY/DOCUMENTS DEPARTMENT
WORKROOM

NET ASSIGNABLE SF: 4,955

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for staff of the Business/Technology/Documents
     Department.

o   Provide a sub-area (4.2B) for the processing of
     government documents.

OCCUPANCY

Twenty-nine to 35 staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 4.2A – Department Workroom; allow 3,680 sf.

    Private office for manager w/desk, posture chair, file
    storage, shelving for 200 vols., two side chairs, small
    conference table and computer terminal w/printer; allow
    150 nasf.

    Semi-private office for assistant manager w/desk,
    posture chair, file storage, two side chairs and
    computer terminal w/printer; allow 125 nasf.

 10 Office system work stations for librarians w/work
    surface, posture chair, file storage and side chair;
    allow 1,000 nasf. **(NOTE: The two librarians assigned
    to the Municipal Reference Center will "office" in Sub-
    Area 4.1D.)**

 10 Office system work stations for library assistants
    w/work surface, posture chair and file storage; allow
    750 nasf. **(NOTE: One library assistant assigned to
    the Municipal Reference Center will "office" in Sub-
    Area 4.1D.)**

  4 Office system work stations for clerks w/work surface,
    posture chair and file storage; allow 300 nasf.

250 Linear ft. of 90"H, double-face steel bookstack
    shelving for 2,000 vols.; allow 200 nasf.

  2 Work tables (3' x 7') w/four posture chairs for
    processing pamphlets, annual reports and other items;
    allow 200 nasf.

2 Upright storage cabinets for supplies; allow 80 nasf.

35 Full-size lockers; allow 175 nasf.

Machine station area for staff, include floor and work surface space for four Pcs w/two printers, three OPAC terminals w/printers, one microfiche reader, one electric typewriter, one telefacsimile machine and 10 posture chairs; allow 700 nasf.

Sub-Area 4.2B - Documents Processing; allow 1,275 sf.

Occupancy

Three librarians, three library technicians and one shelver (page).

Preliminary Listing of Furniture/Fixtures/Equipment

3 Office system work stations for librarians w/work surface, posture chair, file storage, side chair and small conference table with extra side chair in one space for the supervising librarian; allow 325 nasf.

3 Office system work stations for library technicians w/work surface, posture chair and file storage; allow 225 nasf.

2 Work tables (3' x 7') w/four posture chairs for processing government publications; allow 200 nasf.

4 4-drawer, lateral-pull file cabinets; allow 60 nasf.

144 Linear ft. of 90"H, steel double-face bookstack shelving for 1,600 government documents; allow 80 nasf.

Shelf-list cabinets; allow 200 nasf. (NOTE: Check w/staff for exact number of cabinets.)

7 Full-size lockers; allow 35 nasf.

Machine station area for staff, include floor and work surface space for one PC w/printer, one OPAC terminal w/printer, one electric typewriter, one telefacsimile machine and two posture chairs; allow 150 sf.

SPATIAL RELATIONSHIPS

Adjacent to: Business/Technology/Documents   Department
                   service desk (Space 4.1).

ENGINEERING/ENVIRONMENTAL NEEDS

Acoustics: See Space 1.7.

Communications:Provide for telephones at each office and two
work stations, provide for one wall-mounted
telephone near the work surface area and one
near the work table area.

Electronics: Wire for the computer terminals, printers,
electric typewriters, microfiche readers and
telefacsimile machine.

Lighting: Task lighting at each work station and office
work surface.

Utilities: Provide a sink near the work table area.

SPACE 4.3   STUDY/COMPUTER ROOMS   NET ASSIGNABLE SF: 400

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide eight study/computer spaces for one or two
     users near the service desk to facilitate study and/or
     the use of PCs (or typing); allow 50 nasf each.

o   Rooms may also be used for tutoring.

OCCUPANCY

One to 16 users.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Each study/computer room should contain;

2   Posture chairs.

     Wall-mounted combination tack/white board.

     Work surface.

SPATIAL RELATIONSHIPS

Visible from: Business/Science-Technology/Documents
               Department service desk.

Locate: On the "outside" perimeter of the floor.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Utilize office system furniture and equipment
               to "build" the spaces.

Communications:Provide a secured telephone jack in each
               room.

Electronics: Provide for a TV cable drop in each room.
               Wire for a computer w/printer in each room.

Security: Vision panel in the door of each room is
               <u>required</u>. Wall(s) above the work surface
               <u>must</u> be glass.

OTHER COMMENTS

These rooms will also be on the Second and Third Floors.

SPACE 4.4 MEETING ROOM   NET ASSIGNABLE SF: 300

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A room for small group meetings and study sessions.

o   Provide for both theater-style and classroom seating.

OCCUPANCY

Twenty-five to 30.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

30   Stacking chars w/dollies.

 4   Folding tables w/dollies.

     Lectern.

     One wall should be white board for viewing and writing.

SPATIAL RELATIONSHIPS

Visible from: Business/Science-Technology/Documents
                Department service desk (Space 4.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide adequate acoustical treatment to
                avoid disturbance from other activities in
                the area.

Communications: Provide one telephone jack (secured).

Electronics: Provide wiring for computer and cable TV
                drop.

Lighting: Provide dimmer controls.

Security: Provide glass panel wall(s) for visual
                control by staff.

SPACE 4.5   CLOSED STACKS   **NET ASSIGNABLE SF;   5,250**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Closed stacks w/compact shelving for 150,000 bound
    periodicals, documents and/or adult fiction and/or non-
    fiction books (circulating and/or reference).

OCCUPANCY

Staffing as required to retrieve and shelve the items.

SPATIAL RELATIONSHIPS

Adjacent to: Freight elevator and staff elevator.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

12,501 Linear ft. of 90"H, double-face compact steel
       bookstack shelving for 150,000 vols.; allow 5,000
       nasf. (NOTE: Consider a system that will allow for
       the use of existing steel shelving to be "mounted" on
       new compact shelving carriages. The carriages should
       be mechanical-assist type.)

       Work table (3' x 7') w/two posture chairs; allow 100
       nasf.

    10 Large book trucks; allow 150 nasf.

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide one wall-mounted telephone near the
                work table area.

Electronics: Wire for one OPAC terminal w/printer at the
               work table area.

Lighting: Consider a lighting system that can be
               activated at selected points within the
               stacks, either by switch or via motion
               detection.

Temperature: Maintain at + or - 50 percent humidity and +
               or - 65-68 degree temperature.

Other: Provide for two book lifts (they must operate
               independent of each other) and an electronic
               message system.

5TH FLOOR SUMMARY

The 5th Floor contains six spaces. There are three different, distinctive space groupings.

San Francisco History/Center for the Book

NASF	–	16,850
GSF	–	22,500
Volumes	–	19,100[1]
User Seating	–	54
Staff	–	7[2]

Library Administration and Staff Room

NASF	–	15,530
GSF	–	20,700
Volumes	–	7,000
User Seating	–	71
Staff	–	45

Closed Stacks

NASF	–	5,250
GSF	–	7,000
Volumes	–	150,000

5TH FLOOR TOTALS

NASF	–	37,630
GSF	–	50,200
Volumes	–	176,100
User Seating	–	125
Staff	–	52

Notes:

1. Not including 1,500 audiovisual items, City and County of San Francisco documents, maps or folio items.
2. Not including part-time shelvers (pages) or volunteers; see specific spaces for the number of part-time personnel and volunteers.

SPACE 5.1 SAN FRANCISCO HISTORY/CENTER FOR THE BOOK
<div align="right">NET ASSIGNABLE SF: 12,520</div>

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide an attractive and flexible space to house the
     library's special collections of rare books and
     archival materials, including the City and County of
     San Francisco's archives and documents.   Use of the
     collections is restricted within the space.   The space
     and the materials must be handled in special ways
     appropriate for the importance of the items. Some
     materials are quite rare and valuable and <u>must</u> be
     housed under carefully controlled conditions.

o   Provide for a Map Center to house the library's
     collection of maps.

o   Provide for some closed stack housing of the
     collections.

o   There will be five sub-areas within the overall space.

OCCUPANCY

Twenty-five to 70 users (50 seated).

Staffing of one manager, two librarians, three library
assistants, one clerk, two shelvers (pages) and six
volunteers.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 5.1A - Lobby: allow 400 nasf.

     Library materials security system; allow 200 nasf.

  30 Small-size lockers w/keys for users to deposit brief
     cases, wraps, etc.; allow 200 nasf.

Sub-Area 5.1B - San Francisco History/Center for the Book
     (public area); allow 4,570 nasf.

     Custom-designed, modular service counter w/two staff
     stations, two posture stools, shelving beneath, two
     OPAC terminals w/one printer and two telephones; allow
     300 nasf.

Photocopy machine w/coin and debit-card capability, one change machine (coin, $1 and $5 bills), telefacsimile machine, locate near the service desk, screen for noise; allow 50 nasf.

4   OPAC terminal stations, two w/printers. Design one station for use by person in a wheelchair; allow 195 nasf.

150   Linear ft. of 48"H, double-face steel bookstack shelving for 1,000 ready reference books to be located adjacent to the service desk; allow 100 nasf.

360   Linear ft. of 66"H, double-face steel bookstack shelving for 1,800 books for the browsing collection; allow 400 nasf.

1,101   Linear ft. of 90"H, double-face steel bookstack shelving for City and County of San Francisco documents; allow 1,000 nasf.

5   Atlas cases w/pull-out shelves and sloped tops; allow 125 nasf.

30   4-drawer, lateral-pull file cabinets; allow 540 nasf.

10   10-drawer, stacking map cases; allow 400 nasf.

Light table for use w/maps; allow 200 nasf.

6   4-place reader tables w/four reader chairs; allow 600 nasf.

3   4-place (oversize) reader tables w/two reader chairs; allow 360 nasf.

6   Display cases (lockable w/individual air return); allow 300 nasf.

Sub-Area 5.1C - San Francisco History/Center for the Book (closed stacks); allow 3,770 nasf.

1,665   Linear ft. of 90"H, double-face steel bookstack shelving for 10,000 reference books; allow 1,200 nasf. **(NOTE: Allow for 18" shelves w/24" base shelf in order to house flat folio items.)**

501   Linear ft. of 90"H, double-face steel bookstack shelving (w/24" base shelf and <u>seven</u> 18" adjustable shelves for photographs/pictures; allow 400 nasf.

130   4-drawer, lateral-pull file cabinets, housed on compact shelving carriages; allow 1,170 nasf.

Space for housing 4,000 cubic ft. of manuscripts; allow 1,000 nasf. **(NOTE: Check w/staff for details regarding how the materials will be housed.)**

Sub-Area 5.1D - Audiovisual and Microform Room; allow 1,200 nasf.

Service desk w/posture chair, OPAC terminal and telephone; allow 150 nasf.

4   Microform reader/printers w/posture chairs; allow 180 nasf.

10   10-drawer microfilm cabinets; allow 150 nasf.

4   10-drawer microfiche cabinets; allow 60 nasf.

Housing unit for 500 videocassettes and 1,000 audiocassettes; allow 300 nasf. **(NOTE: Confer w/staff for details of collection and preferred housing unit.)**

4   Video/audio viewing/listening stations w/work surface and reader chair for each; allow 360 nasf.

Sub-Area 5.1E - Map Center; allow 2,580 nasf.

336   Linear ft. of 90"H, steel double-face steel bookstack shelving for 2,600 books; allow 260 nasf.

40   10-drawer stacking map cases; allow 1,200 nasf. **(NOTE: Arrange the cases so that there is a 20-drawer stack, then a 10-drawer stack, then a 20-drawer stack, etc. There are a total of 400 drawers.)**

Light table for use w/maps; allow 200 nasf.

6   4-place (oversize) reader tables w/two reader chairs each; allow 720 nasf.

4   Atlas cases; allow 100 nasf.

4   Globes; allow 100 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: San Francisco History/Center for the Book
                Workroom (Space 5.2).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: In keeping with the special character of the
                space.

Communications: Provide telephones at service desks and one
                wall-mounted telephone in the closed stack
                area.

Electronics: Wire   for   OPAC   terminals,   printers,
                audio/video   listening/viewing   stations,
                microform reader/printers and telefacsimile
                machine.

Lighting: The type of lighting is crucial for the
                special collections and closed stack areas.
                Consider   task   light   for   table   seating.
                Provide for dimmer controls in the Microform
                Room.

Security: Provide for closed circuit TV monitoring in
                all areas, library materials security system
                at Lobby and security doors into the closed
                stacks area.   A Halon (or equal) system is
                the preferred fire suppression system.   See
                Appendix   E   for   additional   information
                regarding security.

Temperature: Carefully   controlled   atmosphere   w/separate
                air conditioning/heating system from the rest
                of   the   building.   Conditions   <u>must</u>   be
                maintained at + or - 50 percent humidity and
                65-68 degrees temperature at all times.

Other: Design Space 5.1C, 5.1D and 5.1E for a <u>live
                load of 300 lbs per square feet</u> in order to
                accommodate the weight of the compact stacks,
                photographs/pictures,   manuscripts   and   map
                storage.

                Provide steel shelving with a finish that
                will not harm the materials being shelved.

Provide a "people counter" at the entrance into the space.

OTHER COMMENTS

This will be a very special place within the Main Library. It must be designed and outfitted accordingly. Scholars and researchers will come to this floor from throughout the world to use the collections.

It is anticipated that private sector funds will be available to assist with the financing of this space.

Unlike the other areas of the library, the materials of the San Francisco History and Center for the Book collections are permanently retained and the growth rate will be continual.

SPACE   5.2   SAN   FRANCISCO   HISTORY/CENTER   FOR   THE   BOOK
        WORKROOM

NET ASSIGNABLE SF: 2,830

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for staff of the San Francisco History/Center
    for the Book.

o   There will be two sub-areas within the overall space.

OCCUPANCY

Nine to 12 staff members, plus six volunteers.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 5.2A – Office/Workroom; allow 1,590 nasf.

        Private office for manager w/desk, posture chair,
        file storage, shelving for 200 vols., two side
        chairs, small conference table and computer
        terminal w/printer; allow 150 nasf.

    2   Office system work stations for librarian w/work
        surface, posture chair, file storage and side chair;
        allow 200 nasf.

    3   Office system work stations for library assistants
        w/work surface, posture chair and file storage;
        allow 225 nasf.

        Office system work station for clerk w/work surface,
        posture chair and file storage; allow 75 nasf.

  126   Linear ft. of 90"H, double-face steel bookstack
        shelving for 1,000 vols.; allow 100 nasf.

    4   Work tables (3' x 7') w/eight posture chairs (for use
        by staff and volunteers); allow 400 nasf.

   18   Full-size lockers; allow 90 nasf.

        Machine station area for staff, include floor and
        work surface space, for two PCs w/one printer, one
        OPAC terminal w/printer, one each microfilm and
        microfiche reader/printers, one electric typewriter,
        telefacsimile machine, large architectural drawing-
        size photocopy machine and four posture chairs; allow
        350 nasf.

Sub-Area 5.2B - Vault; allow 1,240 nasf.

- 417 Linear ft. of 90"H, (10"D w/12"D base shelf) single-face steel bookstack shelving for 2,500 vols.; allow 620 nasf.

- 72 Linear ft. of 60"H, (36"D w/48"D base shelf) double-face steel bookstack shelving for folios; allow 200 nasf.

- 10 4-drawer, lateral-pull file cabinets; allow 180 nasf.

- 2 Work tables (3' x 7') w/four posture chairs; allow 200 nasf.

  10-drawer map case; allow 40 nasf.

SPATIAL RELATIONSHIPS:

Adjacent to: San Francisco History/Center of the Book service desk (Space 5.1).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones at office and each work station. Provide for two wall-mounted telephones near the work table area and one wall-mounted telephone in the Vault.

Electronics: Wire for computer terminals, printers, electric typewriter, telefacsimile machine, photocopy machine and microform readers/printers.

Lighting: Task lighting at each work station and office work surface.

Security: Closed circuit TV monitors in all areas.

Temperature: Same conditions as specified in Space 5.1.

Utilities: Provide two sinks near the work table area.

OTHER COMMENTS

This space, especially the workroom and office area, <u>must</u> be of a quality equal to Space 5.1.

The books/materials housed in the Vault (5.2B) <u>must</u> be placed flat on the shelf, thus the need for more linear feet of shelving and more square feet of space.

SPACE 5.3   GALLERY AND EXHIBITION HALL

                                    NET ASSIGNABLE SF: 1,500

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Museum-quality gallery space for the display and
     exhibition of the library's important and valuable
     collection of San Francisco History/Center for the Book
     materials.

o   Museum-quality exhibition space for the showing of rare
     and valuable books, photographs and other items from
     the collection of the San Francisco History/Center for
     the Book Department and other departments of the Main
     Library.

o   Museum-quality exhibition space for the display and
     showing of works of art, books and other items that the
     library will borrow from other institutions from time-
     to-time.

o   Reception area for exhibition/display openings and
     related events.

o   Storage area.

o   This space will also serve as a circulation "turn-
     around" point for visitors travelling upward through
     the building's public space.

OCCUPANCY

From several to several hundred persons will view an
exhibition at any one time.

Fifty to 500 persons will attend an exhibition opening
reception.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

  8 Exhibit cases (4' x 6'), lockable and moveable w/self-
     contained air return system; allow 400 nasf.

  4 Exhibit cases (4' x 8'), built into the wall, lockable
     w/self-contained air conditioning system; allow 400
     nasf.

  3 Benches (3' x 12'w/seating for 16); allow 200 nasf.

Special museum bin storage room and picture racks for
art not on display; allow 500 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: San Francisco History/Center for the Book
public space (Space 5.1B).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide adequate acoustical treatment to
avoid disturbance from other areas.

Communications: Provide a wall-mounted telephone in the
storage room.

Electronics: Wire for three computer terminals and one
printer within the public spaces, exact
placement to be determined by library staff.

Lighting: Provide dimmer controls. Quality of lighting
must be such that there is no possibility if
damage to art or printed materials while on
display.

Security: Highest level of security in these spaces.
Provide for closed circuit surveillance.
Storage room to have very limited access.
Design walls in gallery so that a person
cannot accidentally touch a painting that is
hanging on the wall. The exhibit cases must
be secure. A Halon system (or equal) is the
preferred fire suppression system.

The space must be planned so that it can be
secured while an exhibition is being
mounted/dismounted.

Temperature: Carefully controlled atmosphere w/separate
air conditioning/heating system from the rest
of the building. Conditions must be
maintained at + or - 50 percent humidity and
65-68 degrees temperature at all times.

OTHER COMMENTS

This will be a very "special" place. The design and appointments of the space <u>must</u> be of the highest quality. It is probable that one or more major private-sector gifts will be utilized, and thus the space may bear the donor's name.

SPACE 5.4 LIBRARY ADMINISTRATION   NET ASSIGNABLE SF: 13,260

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide private and office systems work and conference areas for the library administration and support staff.

o   Provide a conference room for use by the library administration and staff.

o   Provide for a common reception and waiting area.

o   Provide for a centralized "file" room that will contain files, photocopying, telefacsimile and computer printing capabilities.

o   Provide for a common supply storage room.

o   Provide for staff rest rooms.

o   Arrangement of offices and work stations should be arranged for easy interrelationships between library officials.

o   There will be 10 sub-areas within the overall space.

OCCUPANCY

Five to 10 staff and 10 to 20 visitors in the City Librarian's core space; two to five staff and five to eight visitors in the Assistant City Librarian's office space; eight to 12 staff and seven to 10 visitors in the Chief of the Main Library's office space; three to six staff and five to seven visitors in the office of the Chief of Branch Libraries; 10 to 15 staff and five to eight visitors in the Secretary to the Commission/Accounting Department spaces; 15 to 20 staff and eight to 12 visitors in the Library Foundation office space; three to five staff and six to 10 visitors in the offices of the Coordinator of Adult Services and the Coordinator of Children's Services; five to eight staff and 10 to 15 visitors in the Personnel office space.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area 5.4A - City Librarian Core Space; allow 2,600 nasf.

City Librarian's Office (private); allow 400 nasf.

> Executive desk w/file drawers and chair, credenza w/storage, housing for computer terminal w/printer, 45 linear ft. of shelving, two side chairs and conference table w/six chairs.

City Librarian Executive Secretary's Office (open); allow 150 nasf.

> Desk w/file storage, housing for computer terminal w/printer, work table and side chair.

Assistant City Librarian's Office (private); allow 250 nasf.

> Desk w/file drawers and chair, credenza w/storage, housing for computer terminal w/printer, 30 linear ft. of shelving, two side chairs and conference table w/four chairs.

Librarian for Community Relations' Office (private); allow 200 nasf.

> Desk w/file drawers and chair, credenza w/storage, housing for computer terminal w/printer, 30 linear ft. of shelving, two side chairs and conference table w/two chairs.

Reception/Secretarial Area (open); allow 400 nasf.

> Desk w/ chair, housing for computer terminal, side chair and six lounge chairs w/three end tables.

Library Administration Conference Room (private); allow 1,200 nasf.

> Conference table w/15 conference chairs. **(NOTE: The conference table should not be a one-piece unit.)**

20 Side chairs.

 5 Folding tables

> Storage cabinet (built into the wall and lockable).

> Refrigerator w/ice maker (built into the wall).

Ceiling-mounted screen that can be viewed from three sides (video viewing).

Wall-mounted, enclosed combination tackable surface, white board and screen (for 16mm film viewing).

Storage closet for video equipment.

(NOTE: This room should be divided into two spaces so that different training classes can be held concurrently.)

Sub-Area 5.4B - Chief of the Main Library Space; allow 600 nasf.

Chief of the Main Library Office (private); allow 250 nasf.

Desk w/ file drawers and chair, credenza w/storage, housing for a computer terminal w/printer, one OPAC terminal w/printer, 30 linear ft. of shelving, two side chairs and conference table w/four chairs. **(NOTE: There should be only printer to serve both the personal computer and the OPAC terminal.)**

Assistant Chief of the Main Library Office (private); allow 150 nasf.

Desk w/file drawers and chair, housing for a computer terminal w/printer, two side chairs and conference table w/two chairs.

Librarian (open); allow 100 nasf.

Work station w/chair, housing for a computer terminal w/printer and side chair.

Secretary (open); allow 125 nasf.

Work station w/chair, housing for a computer terminal w/printer and side chair.

Sub-Area 5.4C - Chief of Branch Libraries Space; allow 525 nasf.

Chief of Branch Libraries Office (private); allow 250 nasf.

Desk w/file drawers and chair, credenza w/storage, housing for a computer terminal w/printer, 30 linear ft. of shelving, two side chairs and conference table w/four chairs.

Assistant Chief of Branch Libraries Office (private); allow
150 nasf.

> Desk w/file drawers and chair, housing for a computer
> terminal w/printer, two side chairs and conference
> table w/two chairs.

Secretarial Office (open); allow 125 nasf.

> Work station w/chair, side chair and housing for a
> computer terminal w/printer.

Sub-Area 5.4D - Chief of Technical Services Space; allow 525
nasf.

Chief of Technical Services Office (private); allow 250
nasf.

> Desk w/file drawers and chair, credenza w/storage,
> housing for a computer terminal w/printer, one OPAC
> terminal w/printer, 30 linear ft. of shelving, two side
> chairs and conference table w/four chairs.   (NOTE:
> **There should be only one printer to serve both the
> personal computer and the OPAC terminal.**)

Assistant Chief of Technical Services (private); allow 150
nasf.

> Desk w/file drawers and chair, housing for a computer
> terminal w/printer, two side chairs and conference
> table w/two chairs.

Secretary (open); allow 100 nasf.

> Work station w/chair, housing for a computer terminal
> w/printer and side chair.

Sub-Area 5.4E - Secretary to the Commission/Accounting
Department Space;allow 1,630 nasf.

Secretary to the Commission Office (private); allow 250
nasf.

> Desk w/file drawers and chair, credenza, housing for
> computer terminal w/printer, 30 linear ft. of shelving,
> two side chairs and conference table w/four chairs.

Secretarial Office (open); allow 125 nasf.

> Desk w/ chair, credenza, side chair and housing for computer terminal w/printer.

Accounting/Purchasing Office (private); allow 455 nasf.

> Principal Accountant's Office (private); allow 150 nasf.
>
>> Desk w/ file drawers, chair, side chair, storage cabinet, housing for computer w/printer and 50 linear ft. of 72"H, wooden single-face shelving.
>
> Senior Accountant's Office (private); allow 125 nasf.
>
>> Desk w/file drawers, chair, storage cabinet and housing for computer w/printer.
>
> Account Clerk's Office (open); allow 180 nasf (90 nasf each).
>
>> 2 Work stations w/posture chair, file drawers and housing for computer terminal w/printer.

Library Assistants Work Stations; allow 375 nasf.

> 3 Work stations w/posture chairs and file drawers; allow 225 nasf (75 nasf each).
>
> 10 4-drawer lateral-pull file cabinets; allow 150 nasf.

Cash Handling (private); allow 200 nasf.

> Work station w/chair and file drawers.
>
> Large safe.
>
> (NOTE: This must be a secure space.)

Service Counter; allow 100 nasf.

Unassigned Office (open); allow 125 nasf.

> Desk w/chair and side chair.

Sub-Area 5.4F - Library Foundation Space; allow 500 nasf.

Executive Director of Foundation Office (private); allow 250 nasf.

Desk w/file drawers, chair, credenza, 30 linear ft. of shelving, two side chairs, conference table w/four chairs and housing for a computer terminal w/printer.

Secretarial Office (open); allow 125 nasf.

Desk w/file drawers, chair, side chair and housing for a computer terminal.

Administrative Assistant Office (private); allow 125 nasf.

Desk w/file drawers, chair, two side chairs and housing for a computer terminal w/printer.

Sub-Area 5.4G - Personnel Space; allow 1,500 nasf.

Director of Personnel Office (private); allow 250 nasf.

Desk w/ file drawers, chair, credenza, 30 linear ft. of shelving, two side chairs, conference table w/four chairs and housing for computer terminal w/printer.

Personnel Analyst Office (private); allow 125 nasf.

Desk w/file drawers, chair, side chair, nine linear ft. of shelving and housing for a computer terminal w/printer.

Personnel Clerk-Typist's Office (open); allow 85 nasf.

Desk w/file drawers, typewriter return, chair, and nine linear ft. of shelving.

Payroll Work Station; allow 340 nasf.

Senior Payroll Clerk's Office (semi-private); allow 100 nasf.

Desk w/file drawers, chair, side chair and computer terminal w/printer.

2   Work stations w/chairs and file drawers for Payroll Clerks; allow 150 nasf (75 nasf each).

5   4-drawer lateral-pull file cabinets; allow 90 nasf.

Reception Area; allow 200 nasf.

    3   Open carrels w/chairs; allow 120 nasf.

    2   Arm chairs; allow 80 nasf.

File/Photocopy/Storage "Room" (closed); allow 350 nasf.

    12   4-drawer, lateral-pull file cabinets; allow 180 nasf.

         Work table (3' x 5') w/posture chair; allow 50 nasf.

         Photocopy machine; allow 50 nasf.

         Paper shredder; allow 20 nasf.

    45   Linear ft. of 80"H, industrial steel shelving; allow 50 nasf.

Interview Area; allow 150 nasf (75 nasf per room).

    2   Interview rooms "built" w/office system work stations w/four chairs in each room. **(NOTE: These two rooms <u>must</u> be soundproof.)**

Sub-Area 5.4H - Office of Adult Services; allow 625 nasf.

Coordinator of Adult Services Office (private); allow 250 nasf.

    Desk w/file drawers and chair, credenza w/storage, housing for a computer terminal w/printer, 30 linear ft. of shelving, two side chairs and conference table w/four chairs.

Offices of the Librarians (open); allow 250 nasf (125 nasf each).

    Work station w/posture chair, housing for a computer terminal w/printer, two side chairs and conference table w/two chairs in each office. **(NOTE: Provide one computer w/printer, to be shared by the two staff.)**

Secretarial Office (open); allow 125 nasf.

    Work station w/chair, side chair and housing for computer terminal w/printer.

Sub-Area 5.4I - Office of Children's Services; allow 2,345
nasf.

Coordinator of Children's Services Office (private); allow
250 nasf.

Desk w/file drawers and chair, credenza w/storage,
housing for a computer terminal w/printer, 30 linear
ft. of shelving, two side chairs and conference table
w/four chairs.

Offices of the Librarians (open); allow 300 nasf. (150 nasf
each).

Open office work station w/posture chair, computer
terminal w/printer, side chair, small conference table
w/two chairs and 45 linear ft. of 60"H, single-face
steel bookstack shelving for 500 vols. (NOTE: Provide
one computer terminal w/printer, to be shared by the
two staff.)

Secretarial Office (open); allow 125 nasf.

Work station w/posture chair, side chair and housing
for a computer terminal w/printer.

Book Examination Section (private); allow 1,670 nasf.

60 Sections of 90"H, double-face, steel bookstack shelving
for 6,000 vols. w/10 24" work surfaces hung from each
section at normal desk height and 10 posture chairs;
allow 800 nasf. (NOTE: This space must be located in
such a way as to be accessible to both Children's
Services and Adult Services [Space 5.4H] librarians.)

Conference table (round, 4'D); allow 200 nasf. (NOTE:
Posture chairs from bookstack shelving area will be
used at the table.)

Machine station area for staff, include floor and work
surface space for two OPAC terminals w/one printer, one
electric typewriter, photocopy machine (desktop model)
and three posture chairs; allow 200 nasf.

5 4-drawer, lateral-pull file cabinets; allow 90 nasf.

2 70-drawer shelf list cabinets; allow 100 nasf.

2 10-drawer map cases; allow 80 nasf.

Storage area (lockable, for valuable manuscripts, displays, audiovisual equipment); allow 200 nasf.

Sub-Area 5.4J - Common Spaces for Library Administration; allow 2,410 nasf.

File/Copy Room (enclosed); allow 960 nasf.

120 Linear ft. of 90"H, wall-mounted steel bookstack shelving (for professional collection); allow 100 nasf.

20 4-drawer, lateral-pull file cabinets; allow 360 nasf.

2 Work tables (3' x 5') w/four posture chairs; allow 100 nasf.

High-speed photocopy machine w/collator (screen for noise); allow 100 nasf.

Photocopy machine (desktop model); allow 50 nasf.

2 Telefacsimile machines; allow 50 nasf.

2 Computer printers (one laser, one dot matrix); allow 100 nasf.

4 Upright storage cabinets (lockable); allow 100 nasf.

Unassigned Offices (private, 150 nasf each); allow 450 nasf.

Desk w/chair, side chair and 24 linear ft. of shelving (in each).

Conference Rooms (private), 300 nasf each; allow 900 nasf.

Conference tables w/12 chairs per room.

Combination (enclosed) white board, tackable surface and projection screen.

Small Kitchen area w/sink, dishwasher, microwave oven, refrigerator and double coffee pots; allow 100 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Staff Room and Fitness Center (Space 5.5).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: This will be a very busy area of the library.
               The combination of private spaces and office
               system work stations, printers, computer
               terminals, etc. will require careful design
               to the acoustical treatment(s) of the overall
               space.

Communications: Provide telephones in all offices and work
               stations, the Library Administration
               Conference Room, wall-mounted instruments in
               the conference rooms and one telephone in the
               City Librarian's reception area.

Electronics: Wire for extensive use of PC and OPAC
               computer terminals, printers, electric
               typewriters, telefacsimile machines,
               photocopy machines, etc. throughout the
               space, including the Library Administration
               Conference Room. Provide for TV cable drops
               in the Library Administration Conference Room
               (wire viewing screens for cable viewing) and
               the three conference rooms. The Library
               Administration Conference Room <u>must</u>
               accommodate the taping of sessions and all
               manner of audiovisual presentations.

Lighting: Task lighting at all work surfaces, desk
               lamps where appropriate, indirect and accent
               lighting with dimmer controls in the Library
               Administration Conference Room and the three
               small conference rooms.

Security: Provide limited access to the spaces, with a
               high degree of security at the Cash Handling
               work station in Accounting Department.
               Provide a glass wall from the Accounting
               Offices into the Cash Handling area for
               observation into the Cash Handling space.

Utilities: Provide for a set of staff rest rooms (as
               part of the unassigned space).

Other: The offices of Personnel and the Library
            Foundation should be able to be accessed
            without visitors having to walk through the
            balance of the overall space; provide <u>a
            separate entrance</u> into each of these two
            spaces.

            The offices of the City Librarian, Assistant
            City Librarian, Chiefs and Personnel Director
            <u>must</u> have second exits.

OTHER COMMENTS

These will be very visible spaces, with visitors from the
city, the region, around the country and from throughout the
world. The spaces must reflect the importance and energy
associated with the activities.

SPACE 5.5 STAFF ROOM AND FITNESS CENTER

NET ASSIGNABLE SF: 2,270

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide a pleasant, restful, informal area for library
     staff to enjoy a work break, refreshments and meals.

o   Provide an enclosed kitchen area.

o   Provide a small, <u>private</u> space for staff to use for
     physical exercise--a fitness center.

OCCUPANCY

Twenty to 200 staff.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

10   Lounge seats w/one side table and lamp for every two
     seats; allow 400 nasf.

10   4-place dining tables w/chairs; allow 1,000 nasf.

 2   Magazine and newspaper display units; allow 50 nasf.

 5   Vending machines (check w/staff for details); allow 100
     nasf.

     Kitchen w/dual sinks/disposal unit, two range tops w/
     four burners, two built-in microwave ovens, self-
     cleaning conventional oven, three large refrigerators
     w/ no-frost freezer and ice-maker (one that can be
     locked), service counter space w/built-in, locking
     cabinets and drawers; allow 300 nasf.

     Large bulletin board; allow 20 nasf.

     Color TV set; allow 20 nasf.

     Videocassette recorder/player; allow 20 nasf.

 2   Private adjacent sick bays w/cot, side chair and sink
     (in each); allow 60 nasf.

     Fitness center outfitted w/appropriate equipment; allow
     300 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Staff rest rooms and Library Administration
                (Space 5.4).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Provide   adequate   acoustical   treatment
                to avoid disturbance from other activities in
                the area.

Communications: Two wall-mounted telephones.

Lighting: Indirect and task (e.g. lamps) for different
                environment from work area.

Security: Entry limited to library staff. Monitor the
                room, especially the kitchen, with security
                cameras.

Utilities: For kitchen and serving area; in addition,
                provide sink in each sick bay. Provide one
                drinking fountain.   Provide for showers in
                the Fitness Center (two "stalls" for men, two
                for women) w/open closets for clothes while
                showering.

Other: Design one wall for the display of staff art.

                Locate kitchen in an enclosed area; design
                for   ease   of   maintenance (vinyl   floor,
                washable wall covering). Provide adequate
                venting for cooking.

OTHER COMMENTS

Design the Staff Room to provide a very different
environment for a "break" from the work area. Provide staff
showers in each of the staff rest rooms. Consider a secure,
outside "patio" area for staff use (a portion will need to
be shaded during the warmer months). The "patio" could be
located on the roof--a "roof garden."

The Staff Room and Fitness Center will be a <u>no smoking</u>
space.

SPACE 5.6 CLOSED STACKS   **NET ASSIGNABLE SF: 5,250**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Closed stacks w/compact shelving for 150,000 adult
     fiction and/or non-fiction books, circulating and
     reference.

OCCUPANCY

Staffing as required to retrieve and shelve the books.

SPATIAL RELATIONSHIPS

Adjacent to: Freight elevator and staff elevator.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

12,501 Linear ft. of 90"H, double-face compact steel
       bookstack shelving for 150,000 vols.; allow 5,000
       nasf. **(NOTE: Consider a system that will allow for
       the use of existing steel shelving to be "mounted" on
       new compact shelving carriages. The carriages should
       be mechanical-assist type.)**

       Work table (3' x 7') w/two posture chairs; allow 100
       nasf.

    10 Large book trucks; allow 150 nasf.

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide one wall-mounted telephone near the
                work table area.

Electronics: Wire for one OPAC terminal w/printer at the
                work table area.

Lighting: Consider a lighting system that can be
                activated at selected points within the
                stacks, either by switch or via motion
                detection.

Temperature: Maintain at + or - 50 percent humidity and +
                or - 65-68 degree temperature.

Other: Provide for two book lifts (they _must_ operate
                independent of each other) and an electronic
                message system.

LOWER ONE (L1) FLOOR SUMMARY

The Lower One (L1) Floor contains 11 spaces. There are seven different, distinctive space groupings.

Library for the Blind

NASF	–	4,275
GSF	–	5,700
Volumes	–	2,000[1]
User Seating	–	30
Staff	–	5[2]

Media Production

NASF	–	6,120
GSF	–	8,160
Volumes	–	200
User Seating	–	77
Staff	–	8

Closed Stacks

NASF	–	15,900	
GSF	–	21,200	
Volumes	–	130,000	
Periodicals	–	200,000	(bound)
Documents	–	2,000,000	

Technical Services

NASF	–	12,505
GSF	–	16,700
Volumes	–	15,150
Staff	–	49

Computer Room

NASF	–	2,235
GSF	–	2,980
Volumes	–	1,000
Staff	–	6

1st Stop Workroom and Telephone Reference

NASF	—	3,490
GSF	—	4,650
Volumes	—	3,600

Extension Services, Mail Room and Loading Dock

NASF	—	15,995
GSF	—	21,330
Volumes	—	13,700
Staff	—	13[2]

LOWER ONE (L1) FLOOR SUMMARY

NASF	—	60,520
GSF	—	80,720
Volumes	—	165,730
Periodicals	—	200,000 (bound)
Documents	—	2,000,000
User Seating	—	107
Staff	—	81

Notes:

1. Audiotapes; not including browsing audiotapes and "flexible" phonograph recordings.
2. Not including part-time shelvers (pages); see specific spaces for the number of part-time personnel.

SPACE L1.1 LIBRARY FOR THE BLIND   NET ASSIGNABLE SF: 2,760

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Provide service, shelving and some user seating for the
    library's service to those users with visual
    impairments.

o   Provide six study-tutor "rooms" for use of specialized
    reading equipment by visually impaired individuals.

OCCUPANCY

Ten to 40 users (30 seated).

Staffing includes one manager, two library assistants, two
clerks and two shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

      Custom-designed, modular service desk w/two staff
      stations, two posture chairs, two OPAC terminals
      w/one printer, one telephone and shelving for 100
      vols.; allow 300 nasf.

      Telefacsimile machine, locate near the service desk;
      allow 20 nasf.

900   Linear ft. of 60"H, double-face steel bookstack
      shelving for browsing collection of adult and
      children's audiotapes and "flexible" phonograph
      recordings(the tapes are housed in containers that
      measure 5.5" x 4.75" x 1.5", 25 containers fit on a
      standard three foot bookstack self); allow 900
      nasf.

800   Linear ft. of 90"H, double-face steel bookstack
      shelving for less used adult and children's
      audiotapes; allow 600 nasf. (NOTE: This shelving
      will be primarily accessed by staff. The collection
      [here and in the browsing collection described above]
      is about 75 percent audiotapes and 25 percent
      "flexible" phonograph recordings.)

2 4-place tables (oversize) w/four reader chairs each;
allow 140 nasf. (NOTE: One table will have four
print magnifying and other reading enhancing devices,
the second will have two National Library Service tape
players and two National Library Service record
players, for use with head phones. Staff will provide
additional details.)

8 Arm chairs, one end table per two chairs; allow 320
nasf.

6 Study-tutoring "rooms", each with work surface and two
posture chairs; allow 300 nasf. (NOTE: These rooms
must be wheelchair accessible. Two rooms should have
voice-output equipment, two should have optical
scanners and two should have Braille-output devices.)

2 Database stations w/posture chair; allow 180 nasf.
(NOTE: For use by the public for accessing the
Library of Congress's online database of holdings of
the National Library Service and Recordings for the
Blind.)

SPATIAL RELATIONSHIPS

Convenient to: Mail Room (Space L1.5) and Loading Dock
(L1.11).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications:Provide for telephone at the service desk.

Electronics: Wire for OPAC terminals w/printer and
                telefacsimile machine. The entire space must
                be wired to accommodate NLBPH's "READS" Local
                Area Network (LAN).

Other: Provide for a "people counter" at the
                entrance to the space.

OTHER COMMENTS

Signage in braille, and a barrier-free space, are
<u>requirements</u> for this space.

Tactile directional surfaces throughout the building should
be provided.

If possible, provide an entrance for the visually impaired
population that is low-traffic and not in competition with
the main public entrance into the Main Library.

SPACE L1.2 LIBRARY FOR THE BLIND WORKROOM

NET ASSIGNABLE SF: 1,335

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for staff of the Library for Blind.

OCCUPANCY

Six to seven staff members.

PRELIMINARY LISTING OF FURNITURE/FIXTURE/EQUIPMENT

Private office for manager w/desk, posture chair, file
storage, shelving for 200 vols., two side chairs, small
conference table and computer terminal w/printer; allow
150 nasf.

2 Office system work stations for library assistants
w/work surface, posture chair and file storage; allow
150 nasf.

2 Office system work stations for clerks w/work surface,
posture chair and file storage; allow 150 nasf.

2 Work tables (3' x 7') w/two posture chairs; allow 200
nasf.

250 Linear ft. of 90"H, double-face steel bookstack
shelving for 2,000 audiotapes; allow 200 nasf.

144 Linear ft. of 80"H, double-face steel industrial
shelving for storage of tape and recording players;
allow 100 nasf.

7 Full-size lockers; allow 35 nasf.

Machine station area for staff, include floor and work
surface space for two PCs w/one printer, one OPAC
terminal w/printer, one electric typewriter, one
telefacsimile machine, READS system LAN file server,
printer and backup, and four posture chairs; allow 350
nasf.

SPATIAL RELATIONSHIPS:

Adjacent to: Library for the Blind service desk (Space L1.1).

Convenient to: Mail and Delivery (Space L1.5) and Loading Dock (Space L1.11).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones at office and each work surface, provide one wall-mounted telephone near the work table area.

Electronics: Wire for computer terminals and printers, telefacsimile machine, READS LAN and related, and electric typewriter.

Lighting: Task lighting at each work station and office work surface.

Utilities: Provide a sink near the work table area.

Other: Provide visibility from the Workroom to the service desk (Space L1.1).

SPACE L1.3 MEDIA PRODUCTION   NET ASSIGNABLE SF: 6,120

FUNCTIONAL ACTIVITIES DESCRIPTION

o   A full-service cable television studio for the taping
     and recording of programs and other needs.

o   Provide for an off-line editing and screening unit
     within the studio.

o   Provide for office/workroom space that includes a
     photographic darkroom.

o   Provide for two small dressing (green) rooms.

o   Work space for the library's staff artists (designers
     of brochures and other publications).

o   Provide a space for storage of paper and related
     supplies.

o   Document and data conversion activities related to
     transforming print and hardcopy material to micro- and
     electronic formats will occur here.

o   Provide for the repair of audiovisual, electronic and
     other related equipment.

o   There will be five sub-areas within the overall space.

OCCUPANCY

Staffing of one manager, four TV/video staff, one
technician, one staff artist, and one photographer.

Public use will vary according to the taping activity (from
two to 75 or more).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area L1.3A - Office/Workroom; allow 1,175 nasf.

2   Lounge chairs w/two end tables in reception area; allow 100 nasf.

Open office area with two work stations, posture chair and side chair in each, shelving for 200 books/tapes. This area will be shared by the Media Production staff, other library staff and "visiting" cable persons (public, staff from other libraries, etc.); allow 250 nasf.

Private office utilizing moveable wall system for manager, provide work station w/posture chair, two side chairs, file storage and shelving for 100 books/videocassettes; allow 125 nasf.

Work table (3' x 7') w/two posture chairs for equipment repair; allow 100 nasf.

2   Audio recording booths, provide work surface w/posture chair, 50 nasf per both; allow 100 nasf.

Audio duplicating area, allow 150 nasf.

Audio engineer area, allow 150 nasf.

(NOTE: Confer w/staff regarding the technical equipment details for the audio recording booths, duplicating and engineer areas.)

Storage area for audio supplies, provide 99 linear ft. of 80"H, single-face industrial steel shelving; allow 200 nasf.

Sub-Area L1.3B - Studio/Meeting Room; allow 1,850 nasf.

Studio, 25' x 25' x 12' ceiling height. Provide for the ability to strike the set at end of a production and store it/them in a large storage compartment that is a part of the studio wall; allow 625 nasf.

Control Room, 15' x 10'. Viewing from the Control Room into the Studio itself is not required. The two spaces <u>must</u> be adjacent to each other, however; allow 150 nasf.

75   Stacking chairs w/dollies; allow 750 nasf.

    Storage Room, 15' x 15', for props, stage settings, stacking chairs, etc; allow 225 nasf.

2   Dressing (green) rooms w/wash basin, vanity, chair and mirror in each; allow 100 nasf.

Sub-Area L1.3C - Editing/Screening; allow 125 nasf.

2   Posture stools.

    Work bench.

    Technical equipment (see Other Comments below).

Sub-Area L1.3D - Art Studio/Dark Room/Paper Storage; allow 2,650 nasf.

    Sub-Area L1.3D1 - Art Studio; allow 1,150 nasf.

2   Office system drawing work stations w/posture chair and adjacent drawing table w/stool; allow 250 nasf.

    Office system work station (for clerk-typist) w/work surface, posture chair and file storage; allow 75 nasf.

2   Work tables (3 x 7') w/four posture chairs, typesetting equipment; allow 200 nasf.

    Distribution area for publications (confer w/staff for details); allow 125 nasf.

    Sign maker machine; allow 50 nasf.

    Waxer; allow 50 nasf.

249   Linear ft. of 90"H wall-mounted steel shelving w/shelves of assorted widths (check w/staff for exact dimensions); allow 250 nasf.

2   PC/MacIntosh workstations for audio/video/graphics generation; allow 75 nasf.

Sub-Area L1.3D2 - Photographic Lab and Dark Room (enclosed); allow 500 nasf.

Camera, enlarger, dryer and refrigerator for photographic supplies; provide for both wet and dry photographic processes; allow 100 nasf.

Photodevelopment room w/photo duplicating equipment; allow 200 nasf.

Printing/photocopying room w/equipment; allow 200 nasf.

(NOTE: Provide sink, cabinets and counter spaces; floor drain; double doors to assure absolute darkness; equip w/warning outside light to indicate developing is taking place; adequate ventilation and telephone.)

Sub Area L1.3D3 - Storage (two spaces, each enclosed); allow 1,000 nasf.

900 Linear ft. of 80"H industrial shelving for storage of printing paper, finished product(s) and non-combustible supplies; allow 800 nasf.

300 Linear ft. of 80"H, industrial shelving for storage of hazardous waste and combustibles; allow 200 nasf.

(NOTE: Temperature, humidity control and lighting must be designed to prevent fading and warping of paper. This must be a secure space.)

Sub-Area L1.3E - Storage Area; allow 320 nasf.

Free-standing and wall-mounted industrial steel shelving, 80"H x 18"D x 36"W, for videotapes, props and equipment.

SPATIAL RELATIONSHIPS

Adjacent to: Computer Room (Space L1.7).

Below: Immediately below Meeting Rooms on 1st Floor (Space 1.3).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: Disruption from external noises <u>unacceptable</u>;
                 space must be as close to "soundproof" as
                 possible.

Communications: Provide for telephones at each work station,
                 instruments to have light indicators, no
                 ringing. Provide wall-mounted instruments in
                 the studio and editing area (also without
                 ringing). Provide a wall-mounted telephone
                 in the Dark Room.

Electronics: Provide necessary wiring for a variety of
                 camera and sound recording equipment
                 (detailed list to be provided by library
                 staff). Wire for OPAC terminal w/word
                 processing capabilities and printer (silent
                 printer). for computer terminals, printers,
                 waxer, sign maker machine and the equipment
                 in the Dark Room. Provide raised floor in
                 Studio/Meeting Room.

                 <u>Wire all program spaces</u> in the Main Library
                 so that any program can be audiotaped.

                 <u>Provide two video "upstream feeds" in the
                 front and rear of each program space "room."</u>

                 <u>Provide for the sound distribution,
                 internally and/or externally, of any program
                 via the building's PA system.</u>

                 Provide for off-air audio/video duplicating
                 equipment (as part of Space L1.3A).

                 Provide for cable TV "headend" needs--
                 distribution amplifiers for internal
                 switching and cable TV casting w/modulator
                 and space for channel operator.

Lighting: The studio will require track lighting and
                 other special lighting necessary for
                 videotaping. The Art Studio <u>must</u> have
                 natural light.

Security: Provide for monitoring of the entire space
                 via the closed circuit TV system. Provide
                 for   locked   storage   area   for   the
                 taping/editing equipment.

Temperature: Considerable heat build-up in studio from the
                 intensity of the lighting, cooling system
                 must compensate for this.

Utilities: Provide for wash basin in the studio in an
                 out-of-the way location, two wash basins in
                 the dressing rooms (one each). Provide a sink
                 in the Art Studio and the Dark Room, a
                 refrigerator in the Dark Room.   Exhaust for
                 fumes in the Photographic Lab and Dark Room,
                 and the Art Studio.   The ventilation system
                 must be effective.

Other: In the Art Studio, provide 12' ceilings if
                 possible.

OTHER COMMENTS

Consider a separate HVAC system, independent from the
balance of the building.

Library staff will provide the details for the technical
equipment that will be required.

Ceiling height must be 15 feet.

If the Meeting Rooms (Space 1.3) are located on this floor,
place the space adjacent.

SPACE L1.4   CLOSED STACKS   **NET ASSIGNABLE SF: 15,900**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Closed stacks high-density shelving for 130,000 adult
     fiction and non-fiction books.

o   Closed stacks high-density shelving for two million
     documents.

o   Closed stacks high-density shelving for 200,000 bound
     periodicals.

OCCUPANCY

Staffing as required to retrieve and shelve the books.

SPATIAL RELATIONSHIPS

Adjacent to: Freight elevator.

PRELIMINARY LISTING OF FURNITURE/FIXTURE/EQUIPMENT

65,001 Linear ft. of 15'H, 18"D, double-face shelving for
        330,000 vols. and two million   documents; allow
        15,000 nasf. **(NOTE: High-density shelving can utilize
        special-design steel bookstack shelving or industrial
        shelving. The materials are shelved by size, two deep
        per shelf, from floor to ceiling. A special ladder on
        a track <u>must</u> be a part of each range. Range lengths
        can be as long as necessary in order to maximize the
        capacity within the space.)**

     10 10-drawer, stacking map cases; allow 400 nasf.

      2 Work tables (3' x 7') w/four posture chairs; allow
         200 nasf.

     20 Large book trucks; allow 300 nasf.

ENVIRONMENTAL/ENGINEERING NEEDS

Communications:Provide one wall-mounted telephone near the
               work table area.

Electronics: Wire for one OPAC terminal w/printer at the
               work table area.

Lighting: Consider a lighting system that can be
                 activated at selected points within the
                 stacks, either by a switch or via motion
                 detection.

Temperature: Maintain at + or - 50 percent humidity and +
                 or - 65-68 degree temperature.

Other: Provide for two book lifts (they <u>must</u> operate
                 independent of each other) and an electronic
                 message system.

OTHER COMMENTS

Check with the City of San Francisco regarding the water
table level. This space <u>must not</u> be allowed to take water.

SPACE L1.5 MAIL AND DELIVERY   NET ASSIGNABLE SF: 2,310

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Mail Room for the Main Library building and the library system.

o   Shipping and Receiving area.

o   Storage for newly delivered equipment.

o   Work space for shelvers (pages) to sort books and materials on work shelves and book trucks for return to the public stacks.

o   There will be two sub-areas within the overall space.

OCCUPANCY

One supervisor, two mail clerks and four delivery clerks (drivers).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area L1.A – Workroom/Office; allow 1,760 nasf.

      Semi-private office for supervisor w/desk, posture chair, file storage, two side chairs and computer terminal; allow 100 nasf.

      Mail bins; allow 200 nasf.

  2   4-drawer, lateral-pull file cabinets; allow 30 nasf.

  3   Large work tables w/six posture chairs; allow 300 nasf.

900   Linear ft. of 80"H double-face steel industrial shelving for sorting branch library and Main Library departmental deliveries; allow 600 nasf.

357   Linear ft. of 90"H, double-face, steel bookstack shelving for 2,500 vols. for "transits;" allow 300 nasf.

  6   Full-size lockers; allow 30 sf.

Sub-Area L1.5B - Sorting Area; allow 1,550 nasf.

Conveyor system to receive books from Check-Out/Registration Desk check-in station to this area. Discuss details w/staff; allow 150 nasf.

20 Book trucks; allow 100 nasf.

2 Work tables (3' x 7') w/four posture chairs; allow 200 nasf.

669 Linear ft. of 66"H, double-face steel bookstack shelving for 6,000 vols.; allow 800 nasf.

300 Linear ft. of 60"H, double-face steel industrial shelving for storing equipment and materials; allow 200 nasf.

20 Bins (or tubs/baskets) for storage of audiovisual items that have been returned. Check w/staff for specifics; allow 100 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Loading Dock (Space L1.11).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide for telephone in semi-private office and one wall-mounted telephone near the work table area in Spaces L1.5A and L1.5B.

Electronics: Wire for terminal.

Lighting: Task lighting at work surface in office.

Security: Provide space for the lock-up of valuable equipment upon receipt; allow 200 nasf. Sub-Area L1.5B <u>must</u> have a door that can be locked.

Utilities: Provide a sink in the work table area.

OTHER COMMENTS

Locate the Sorting Area adjacent to L1.5A. Provide a vision panel in the door(s) between the two areas.

SPACE L1.6   TECHNICAL SERVICES   NET ASSIGNABLE SF:12,505

FUNCTIONAL ACTIVITIES DESCRIPTION

o   An office/work area where all library materials (i.e.
    books, periodicals, av, serials, microforms, etc.) are
    ordered,   received,   processed   for   payment,
    cataloged/classified and physically processed via a
    production   line   and   sent' to   their   respective
    places throughout the library system.

o   There will be five sub-areas within the overall space.

OCCUPANCY

Staffing for the Acquisitions Division of one manager, three
librarians,   one   account   clerk,   four   clerks,   three
technicians and two shelvers (pages).

Staffing for the Cataloging Division of one manager, 10
librarians, 17 library technicians, five clerks, five book
repairers and five shelvers (pages).

PRELIMINARY LISTING OR FURNITURE/FIXTURES/EQUIPMENT

Sub-Area L1.6A - Acquisitions; allow 2,900 nasf.

        Private office for manager w/desk, posture   chair,
        file storage, two side   chairs, small   conference
        table and computer terminal w/printer;   allow 150
        nasf.

    3   Office system work stations for librarians w/work
        surface, posture chair, file storage, side chair, six
        linear ft. of shelving, one booktruck and   computer
        terminal w/printer; allow 375 nasf.

    3   Office system work stations for library technicians
        w/work   surface, posture   chair, file storage, 18
        linear   ft.   of   shelving,   and   computer   terminal
        w/printer; allow 300 nasf.

    5   Office   system   work   stations   for   clerks   w/work
        surface, posture chair, file storage and computer
        terminal (three OPAC terminals w/printers, one OCLC
        terminal w/printer and one CD-ROM station w/printer);
        allow 450 nasf.

   4   Office system work stations for EBSCONET and INNOVACQ
       serials systems w/work surface, computer terminals
       w/printer and posture chair; allow 360 nasf.

   7   Work tables (3.5' x 8') w/two posture chairs and OPAC
       terminal w/printer at each table (four for book
       receiving and three for periodicals and serials
       check-in); allow 1,000 nasf.

  90   Linear ft. of 90"H, double-face steel bookstack
       shelving for 900 vols.; allow 90 nasf.

       Photocopy machine (locate in space between
       Acquisitions and Cataloging), screen for noise; allow
       50 nasf.

 150   Linear ft. of 80"H, double-face industrial shelving
       for storage of computer printouts and binding copies
       of periodicals; allow 125 nasf.

Sub-Area L1.6B – Cataloging; allow 6,265 nasf.

       Private office for manager w/desk, posture chair,
       file storage, two side chairs, small conference
       table and OPAC terminal w/printer; allow 150 nasf.

  10   Office system work stations for librarians w/work
       surface, posture chair, file storage, side chair, six
       linear ft. of shelving, one book truck and computer
       terminal w/printer; allow 1,250 nasf.

  17   Office system work stations for library technicians
       w/work surface, posture chair, file storage, book
       truck, six linear ft. of shelving and computer
       terminal w/printer; allow 1,700 nasf.

   5   Office system work station for clerks w/work
       surface, posture chair and computer terminal
       w/printer; allow 375 nasf.

   2   Office system work stations, one for microfilm
       reader/printer and one for microfiche reader/printer
       w/posture chair at each; allow 180 nasf.

1,251 Linear ft. of 90"H, double-face steel bookstack
       shelving for 10,000 vols. (Library of Congress
       catalogs and other bibliographic tools, many of
       which are oversized); allow 1,400 nasf.

252 Linear ft. of 90"H, double-face steel bookstack shelving for 2,500 vols. awaiting processing and/or delivery within the building or to branch libraries; allow 250 nasf.

Work table (6' x 10') w/two posture chairs; allow 100 nasf.

16 60-drawer card catalog cabinets for shelf list; allow 480 nasf. **(NOTE: Furniture NIC [not in contract].)**

2 CD-ROM work stations w/posture chair; allow 90 nasf.

2 Audiovisual listening/viewing stations; allow 90 nasf.

Secure space for housing audiovisual materials (on booktrucks); allow 200 nasf.

Sub-Area L1.6C - Bindery Preparation; allow 1,500 nasf.

222 Linear ft. of 90"H, double-face steel bookstack shelving for 2,000 vols., allow 200 nasf.

5 Office system work stations for book repairers w/work surface, posture chair and six linear ft. of 18"D shelving for supplies, e.g. book jackets; allow 500 nasf.

4 Work tables (3' x 7') w/three posture chairs each for book repair; allow 600 nasf.

2 Supply cabinets; allow 80 nasf.

Storage room (lockable, for materials awaiting pick-up/delivery) w/80"H steel industrial shelving; allow 120 nasf.

Sub-Area L1.6D - Conservation and Preservation Lab; allow 1,200 nasf.

See Appendix F for listing of special equipment. Confer w/library staff on the design and layout of this space.

Sub-Area L1.6E - General Staff Area; allow 640 nasf.

> Photocopy machine w/collator (heavy duty) and telefacsimile machine; allow 150 nasf.

 6 Supply cabinets; allow 240 nasf.

50 Full-size lockers; allow 250 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Loading Dock (Space L1.11).

Close to: Computer Room (Space L1.7) and Freight elevator.

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones at each office, selected other work stations (confer w/staff) and one or two wall-mounted telephones near each of the work table areas.

Electronics: Wire for the computer terminals, printers, CD-ROM terminals, microform reader/printers, audiovisual stations, and telefacsimile machine.

Lighting: Task lighting at each work station and office work surface.

Security: Provide for closed circuit TV monitor of the area.

Utilities: Provide a sink near each of the work table areas.

OTHER COMMENTS

Insure natural light into this area.

SPACE L1.7 COMPUTER ROOM   NET ASSIGNABLE SF: 2,235

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Space for the staff and equipment required to operate
     and   maintain   the   library   system's   computer
     configuration for bibliographic and inventory control.

o   There will be two sub-areas within the overall space.

OCCUPANCY

Staffing of one manager, one microcomputer specialist and
four library technicians.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Sub-Area L1.7A - Staff Area; allow 1,235 nasf.

     Private office for manager w/desk, posture chair, file
     storage, shelving for 200 vols., two side chairs, small
     conference table and OPAC terminal w/printer; allow 150
     nasf.

     Private office for microcomputer specialist w/work
     surface, shelving for 300 vols., side chair, small
     conference table, one OPAC terminal and one PC computer
     w/printer (to serve both computers); allow 200 nasf.

4   Office system work stations for library technicians
     w/work surface, posture chair, file storage and
     computer terminal; allow 360 nasf.   (NOTE: Confer
     w/staff regarding the type of computer terminals and
     printers required for each work station.)

63   Linear ft. of 90"H, (18"D base shelf w/14"D adjustable
     shelves) double-face steel bookstack shelving for 500
     vols.; allow 75 nasf.

2   Work tables (3' x 5') w/four posture chairs; allow 150
     nasf.

     Storage area for parts, boxes, etc.; allow 200 nasf.

     Machine station area for staff, include floor and work
     surface space for one PC w/printer, one CD-ROM terminal
     w/printer, one electric typewriter, one photocopy
     machine (desktop model), telefacsimile machine and
     three posture chairs; allow 300 nasf.

Sub-Area L1.7B - CPU (Central Processing Unit) Area; allow 800 nasf.

252   Linear ft. of 80"H, double-face industrial shelving for computer tape and disk packs; allow 200 nasf.

Work table (3' x 7') w/two posture chairs; allow 100 nasf.

Space for computer hardware; allow 500 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Media Production (Space L1.3) and Technical Services (Space L1.6).

Visible from: Sub-Area L1.7B from the 1st Floor (perhaps by means of a glass front that will allow library users to see into the space).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications:Provide telephones at each work station and office, wall-mounted telephones near the work table areas.

Electronics: Wire for OPAC and PC terminals w/printers, the CD-ROM terminal w/printer, photocopy machine, electric typewriter and telefacsimile machine.

               Confer w/staff regarding needs for the CPU and related equipment.

Lighting: Task lighting at each work station and office work surface.

Security: Storage area <u>must</u> be a secure area.

Temperature: Confer w/staff regarding the proper temperature and humidity control needs for Sub-Area L1.7B.

OTHER COMMENTS

The library system has not acquired the bibliographic and
inventory control system; the system that is acquired may
have specific needs that will need to be addressed regarding
temperature and other considerations.

SPACE L1.8 1ST STOP REFERENCE DEPARTMENT WORKROOM
NET ASSIGNABLE SF: 1,970

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workroom for staff of the 1st Stop Reference Department.

OCCUPANCY

Nine to 14 staff.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Private office for manager w/desk, posture chair, file storage, shelving for 200 vols., two side chairs, small conference table and computer terminal w/printer; allow 150 nasf.

10 Office system work stations for librarians w/work surface, posture chair, file storage and side chair; allow 1,000 nasf.

6 Office system work stations for library assistants w/work surface, posture chair and file storage; allow 450 nasf.

250 Linear ft. of 90"H, double-face steel bookstack shelving for 2,000 items; allow 200 nasf.

Work table (3' x 7') w/four posture chairs; allow 100 nasf.

14 Full-size lockers; allow 70 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Telephone Reference (Space L1.9).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: See Space 1.7.

Communications: Provide for telephones at each work station
                and the office, provide for one wall-mounted
                telephone near the work table area.

Electronics: Wire for the computer terminals and printers,
                the   microfiche   reader/printer   and   the
                telefacsimile machine.

Lighting: Task lighting at each work station and office
                work surface.

Utilities: Provide a sink near the work table area.

Other: Strive to locate this space near the vertical
                transportation   system   in   order   to   make
                movement between this space and the service
                space   on   the   1st   Floor   (Space   1.14)   as
                convenient as possible.

SPACE L1.9   TELEPHONE REFERENCE   NET ASSIGNABLE SF: 1,520

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Primarily a "behind-the-scenes" service point that
      receives all incoming telephone inquires for
      information.   The space should <u>not</u> be readily
      accessible to the public within the building, and <u>must</u>
      be a secure space.

o   The collection of library materials is a duplicate
      collection of other resources located throughout the
      building.

OCCUPANCY

Staffing part of Reference Department (see Space 2.2 for
Workroom).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

      Circular, revolving shelving unit (each "row" revolves
      independently of the other three rows), w/four staff
      stations located at each "corner" of the unit, one
      telephone per station, work surface and posture chair
      per station; allow 600 nasf. **(NOTE: This type of unit
      is available, for example, from Acme Visible File
      Company.)**

180   Linear ft. of 90"H, single-face steel bookstack
      shelving (wall-mounted) for 1,400 reference vols.;
      allow 140 nasf.

  4   Office system work stations, each w/work surface,
      posture chair, three linear ft. of shelving, an OPAC
      terminal and telephone; allow 300 nasf. **(NOTE: These
      units should <u>not</u> have panels above the work surface.
      Privacy is not an issue here.)**

  2   4-drawer, lateral-pull file cabinets; allow 30 nasf.

      10-drawer microform cabinet (<u>must</u> be able to house both
      microfiche and microfilm); allow 20 nasf.

      Supply cabinet; allow 20 nasf.

      Bulletin board (about 3'x 3') wall-mounted); allow 10
      nasf.

Machine station area for staff, include floor and work surface space for one microfiche reader, one microfilm reader, one OPAC terminal w/printer, two PCs w/one printer, one CD-ROM terminal w/printer, one telefacsimile machine, one photocopy machine (desktop model) and five posture chairs; allow 400 sf.

SPATIAL RELATIONSHIPS

Adjacent to: 1st Stop Reference Workroom (Space L1.8).

ENVIRONMENTAL/ENGINEERING NEEDS

Acoustics: This will be a very noisy, active place. Avoid noise "spill-over" into other parts of the floor.

Communications: Provide telephones at each work station, consider "headset" instruments at the revolving unit.

Electronics: Wire for PCs w/printers, OPACs w/printers, CD-ROM w/printer, microform readers, telefacsimile machine and photocopy machine.

Lighting: Consider task lighting at the four work stations away from the revolving unit. Provide dimmer controls for the microform units (if feasible). The balance of the lighting <u>must</u> avoid heat build-up within the space.

Temperature: Consider ceiling fans.

SPACE L1.10   EXTENSION SERVICES   NET ASSIGNABLE SF: 1,685

FUNCTIONAL ACTIVITIES DESCRIPTION

o   The mobile units (bookmobiles, trucks, cars) will be
       parked and loaded/unloaded from the adjacent Loading
       Dock.

o   The Loading Dock (Space L1.11) will also be used to
       service or restock the library's bookmobile units and
       load trucks and other vehicles.   The bookmobiles are
       served through doors on the right side of the unit via
       a ramp to the floor of the bookmobile.

o   Office workroom and book storage area for Extension
       Services (branch library support, bookmobile and jail
       services).

OCCUPANCY

Staffing of one manager, one librarian, one technician, one
library assistant, two driver/technicians and four part-time
shelvers (pages).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT:

800   Linear ft. of 72"H, single-face (wall-mounted) steel
       bookstack shelving for 5,000 vol.; allow 600 nasf.

       Private office for manager w/desk, posture chair, file
       storage, shelving for 200 vols., two side chairs, small
       conference table and computer terminal w/printer; allow
       150 nasf.

       Office system work station for librarian w/work
       surface, posture chair, file storage and side chair;
       allow 100 nasf.

  2   Office system work stations for (one each) technician
       and library assistant w/work surface, posture chair and
       file storage; allow 150 nasf.

  2   Office system work stations for driver/technicians
       w/work surface, posture chair and file storage; allow
       150 nasf.

  2   Work tables (3' x 5') w/four posture chairs; allow 200
       nasf.

  6   Book trucks; allow 30 nasf.

3   4-drawer, lateral-pull file cabinets; allow 45 nasf.

12   Full-size lockers; allow 60 nasf.

Machine station area for staff, include floor and work surface space for one PC /w one printer, one OPAC terminal w/one printer, one telefacsimile machine, one electric typewriter, one photocopy machine (desktop model) and three posture chairs; allow 200 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Loading Dock (Space L1.11).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide telephones at each work station and one wall-mounted telephone near the work table area..

Electronics: Wire for OPAC terminals, PCs and printers, electric typewriter, photocopy machine and telefacsimile machine.

Lighting: Provide task lighting at each work station.

Temperature: Consider the extremes in temperature from the outside exposure through the Loading Dock.

Utilities: Provide a sink near the work table area.

SPACE L1.11 LOADING DOCK   **NET ASSIGNABLE SF: 12,000**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   The Loading Dock will handle deliveries and shipments
     to and from the library by public commercial carriers.
     There are 25 - 30 deliveries per day.   Delivery
     vehicles vary from pickup trucks to 18-wheel vans.

o   The Extension Services' vehicles will load, unload
     and park at the Loading Dock.

o   The Loading Dock will also be where trash is picked up.

o   The Main Library will share the Loading Dock w/other
     civic facilities in the Civic Center area.

OCCUPANCY

Delivery drivers (library and commercial) and persons w/book
donations for the Friends of the Library book sale.

Mobile Services' drivers (two).

Vehicle space (stall) requirements are as follows:

Vans   -   2 (one Custodial and one Utility, both
                 staff).
Pickups   -   2 (two Building Maintenance staff).
Autos   -   10 (one City Librarian, one Security, two
                 Building   Maintenance,   three   Building
                 Engineers   and   three   "visiting
                 dignitaries").
Service   -   6 (vendors, Department of Public Works, etc.)
Oversize -   4 (two Branch Library delivery trucks and two
                 Bookmobiles).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

2   Flat dollies for transporting heavy materials.

2   Two-wheeled dollies.

2   Pallet jacks.

     Dock board.

     Dock leveler.

     Trash compactor and dumpster; allow 400 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Extension Services (Space L1.10).

Away from: Public entrance to the Main Library.

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide a two-way intercom and buzzer from
                the exterior of the dock to Security (Space
                L2.2).

Lighting: Minimal fluorescent lighting.

Security: Provide a reinforced glass panel in the
                exterior door into the Loading Dock.   Key
                separately from other exterior doors. Closed
                circuit TV monitor required   as   well   as
                exterior security measures.

Temperature: No HVAC.   Provide for a means to remove
                vehicle exhaust fumes from the area.

Other: Provide electrically operated, overhead doors
                . floors should be finished concrete, walls
                covered in epoxy paint.

                Trash will be recycled in three categories;
                white paper, cardboard and newspaper.

                Space <u>must</u> allow for 15' height of truck.

OTHER COMMENTS

Of the 12,000 nasf, about 8,000 - 9,000 nasf should be
devoted to vehicle parking and loading/unloading.   The
balance of the space (except for the trash compactor and
dumpster) should be the loading/unloading platform(s).

It may be necessary to have two levels of the platform,
although the dock leveler and/or dock board should obviate
this need.

Provide turning radius for the vehicles that will allow all
but the largest 18-wheel trucks and the largest vans to maneuver
within the area and make (the equivalent) of a 360 degree
turn in the space.   The larger vehicles will most likely
need to back into the space. (NOTE: Confer with City of
San Francisco traffic planning officials with regard to
parking, backing, etc. off/onto the adjacent street[s].)

LOWER TWO (L2) FLOOR SUMMARY

The Lower Two (L2) Floor contains five spaces. There
are three different, distinctive space groupings.

Supply Room and Print Shop

NASF	–	5,195
GSF	–	6,930
Staff	–	5

Security Office

NASF	–	1,275
GSF	–	1,700
Volumes	–	300
Staff	–	12[1]

Custodial Services and Buildings Maintenance

NASF	–	9,875
GSF	–	13,170
Staff	–	45

LOWER TWO (L2) FLOOR SUMMARY

NASF	–	16,345
GSF	–	21,800
Volumes	–	300
Staff	–	62

Notes:

1.   Not including part-time security guards; see specific space for the number of part-time
     personnel.

SPACE L2.1 SUPPLY ROOM   NET ASSIGNABLE SF: 3,475

FUNCTIONAL ACTIVITIES DESCRIPTION:

o   Supply Room for the Main Library and the library
    system.

OCCUPANCY

Two clerks.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

>   Modular service counter w/two posture stools,
        telephone and computer terminal; allow 200 nasf.

        Office work station w/work surface, posture chair and
        computer terminal w/printer; allow 75 nasf.

   2   Work tables (3' x 7') w/two posture chairs; allow 200
        nasf.

5,800   Linear ft. of 80"H, double-face compact steel
        industrial shelving; allow 2,990 nasf. **(NOTES:
        Consider a system that will allow for the use of
        existing shelving to be "mounted" on new compact
        shelving carriages. The carriages should be
        mechanical-assist type. Provide for the storage of
        large items, e.g. cartons of fluorescent light
        tubes, on the shelving)**

   2   Full-size lockers; allow 10 nasf.

SPATIAL RELATIONSHIPS

Close to: Loading Dock (Space L1.11) and Mail and
             Delivery (Space L1.5)..

ENGINEERING/ENVIRONMENTAL NEEDS

Communications: Provide one telephone at the service counter.

Electronics: Wire for computer terminals w/one printer.

Security: This will be an enclosed space, to be locked
                when not staffed.

Utilities: Provide a sink.

SPACE L2.2   SECURITY OFFICE   NET ASSIGNABLE SF: 1,275

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Office and locker area for the Main Library's security
     forces.

o   Location for closed circuit TV monitoring station.

OCCUPANCY

One manager, one assistant manager and 15 security guards
(10 FTE).

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Private office for manager w/desk, posture chair, file
storage, shelving for 200 vols., two side chairs, small
conference table and computer terminal w/printer; allow
150 nasf.

Semi-private office for assistant department manager
w/work surface, posture chair, shelving for 100 vols.,
two side chairs and computer terminal w/printer; allow
125 nasf.

Security guards room w/18 full-size lockers, two
storage cabinets, four work surfaces w/posture chairs
and four 4-drawer, lateral-pull file cabinets; allow
600 nasf.

Storage room w/108 linear ft. of 80"H, double-face
steel industrial shelving; allow 100 nasf.

Closed circuit TV security monitoring room w/two work
surfaces, two posture chairs and one 4-drawer, lateral-
pull file cabinet, one computer terminal w/printer;
allow 300 nasf. **(NOTE: Consider placing this space
where the monitors can be viewed by the
manager/assistant manager.)**

SPATIAL RELATIONSHIPS:

Adjacent to: Custodial Maintenance (Space L2.4).

ENVIRONMENTAL/ENGINEERING NEEDS

Communications:Provide for telephones in each office, at
               each work surface in the Guards room and the
               Monitoring room.

Electronics: Wire for the computer terminals and printer,
               and for the TV monitoring system.   Check
               w/staff regarding the details of the closed
               circuit TV system.

Lighting: Provide task lighting at each work station
               and office work surface.

Security: Position the TV security monitoring room so
               that the Loading Dock can be viewed at all
               times.

Utilities: Provide a sink in the Security Guards room.

SPACE L2.3 PRINT SHOP   **NET ASSIGNABLE SF: 1,720**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Preparation of printing, signs, photocopying, etc. for library system.

OCCUPANCY

Three library technicians.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

   3   Printing presses; allow 500 nasf.

   4   Work tables (3' x 7') w/four posture chairs; allow 400 nasf.

   4   Storage cabinets; allow 100 nasf.

 270   Linear ft. of 80"H, single-face steel industrial shelving; allow 150 nasf.

   3   Office system work stations w/work surface, file storage, posture chair, side chair and housing for computer terminal w/printer; allow 270 nasf.

       High-speed photocopy machine w/collator; allow 300 nasf.

SPATIAL RELATIONSHIPS

Adjacent to: Supply Room (Space L2.1).

ENGINEERING/ENVIRONMENTAL NEEDS

Acoustics: A very noisy area.

Communications:Provide a telephone at each work station and one wall-mounted telephone near the printing presses.

Electronics: Wire for computer terminals w/printers.

Utilities: Provide a sink. Exhaust for fumes.

SPACES L2.4 CUSTODIAL SERVICES and
**   L2.5 BUILDINGS MAINTENANCE NET ASSIGNABLE SF: 9,875**

FUNCTIONAL ACTIVITIES DESCRIPTION

o   Workrooms and office for building maintenance staff.

o   Storage areas for maintenance supplies and equipment.

o   There will be 11 sub-areas within the overall space.

OCCUPANCY

One Custodial Service Manager, one Buildings Maintenance
Manager, two assistants, five craftspeople and 36
custodians.

PRELIMINARY LISTING OF FURNITURE/FIXTURES/EQUIPMENT

Custodial Services; allow 1,130 nasf.

Sub-Area L2.4A - Custodial Service Manager (private) and
assistant; allow 330 nasf.

    Desk w/file drawers, chair, housing for computer
    terminal w/printer, 30 linear ft. of shelving, two side
    chairs and small conference table w/four chairs; allow
    175 nasf.

    Desk w/file drawers, chair, housing for computer
    terminal w/printer, two side chairs and small
    conference table w/two side chairs; allow 125 nasf.

  2 4-drawer, lateral-pull file cabinets; allow 30 nasf.

Sub-Area L2.4B - Supply Storage; allow 500 nasf.

700 Linear ft. of 80"H, industrial steel shelving; allow
     500 nasf.

Sub-Area L2.4C - Mop Cleaning and Storage; allow 300 nasf.

    Provide a designated area for dust mops, wet mops,
    mitts and cleaning cloths.

Buildings Maintenance; allow 8,745 nasf.

Sub-Area L2.5A - Buildings Maintenance Manager (private) and assistant; allow 330 nasf.

Desk w/file drawers, chair, housing for computer terminal w/printer, 30 linear ft. of shelving, two side chairs and small conference table w/four chairs; allow 175 nasf.

Desk w/file drawers, chair, housing for computer terminal w/printer, two side chairs and small conference table w/two side chairs; allow 125 nasf.

2   4-drawer, lateral-pull file cabinets; allow 30 nasf.

Sub-Area L2.5B - Plans Room; allow 305 nasf.

Autocad system; allow 50 nasf.

2   10-drawer stacking map cases; allow 80 nasf.

Drafting table w/posture stool; allow 100 nasf.

Office system work surface w/file storage, posture chair and housing for computer terminal; allow 75 nasf.

Sub-Area L2.5C - Carpentry Shop; allow 1,610 nasf.

5   Work benches; allow 375 nasf.

4   Storage cabinets; allow 100 nasf.

501 Linear ft. of 80"H, double-face steel industrial shelving for housing of supplies and materials; allow 460 nasf.

2   Lumber racks that can each accommodate 20' of lumber; allow 675 nasf. (NOTE: One rack 20' x 12' x 8'; second rack 12' x 16' x 8'.)

Sub-Area L2.5D - Machine Shop; allow 400 nasf.

Work bench; allow 100 nasf.

Storage cabinet; allow 25 nasf.

301 Linear ft. of 80"H, double-face steel industrial shelving for housing of supplies and materials; allow 275 nasf.

Sub-Area L2.5E - Electrical Shop; allow 450 nasf.

Work bench; allow 100 nasf.

2   Storage cabinets; allow 50 nasf.

401 Linear ft. of 80"H, double-face steel industrial shelving for housing of supplies and materials; allow 300 nasf.

Sub-Area L2.5F - "Clean" Shop; allow 300 nasf.

Provide space for painting and refurbishing furniture and equipment.

Sub-Area L2.5G - Equipment and Furniture Storage; allow 5,000 nasf.

900 Linear ft. of 80"H, industrial steel shelving; allow 750 nasf.

8   Storage cabinets; allow 200 nasf.

Space for the storage of lawn mowers, forklifts, gasoline-powered equipment, etc.; allow 4,050 nasf.

Sub-Area L2.5H - Locker Room; allow 350 sf.

Provide showers (female and male apart) and a sink; allow 150 nasf.

40 Full-size lockers; allow 200 nasf.

SPATIAL RELATIONSHIPS

Close to: Freight elevator.

ENVIRONMENTAL/ENGINEERING NEEDS

Communications: Provide for telephones in the offices, the Plans Room and in each shop (wall-mounted in the shops).

Electronics: Wire for computer terminals, printer and autocad.

Lighting: Task lighting at work stations and office work surface. Provide excellent overhead lighting in each of the shops.

Utilities: Provide a utility floor drain with 8" curbing
                instead of mop sink(s).

Other: Provide <u>adequate venting and exhaust</u> for all
                of the areas where the cleaning of mops and
                cloths takes place.

                All maintenance areas should be located close
                to the service elevator.

OTHER COMMENTS

Provide finished concrete or tile flooring.

Locate additional maintenance closets on each level of the
building, as convenient to the service elevator and/or trash
chute as possible.

BUILDING SUMMARY

NASF	–	271,850[1]
GSF	–	362,660[2]
Volumes	–	1,272,180
Periodicals	–	7,550 (current subscriptions)
Periodicals	–	340,000 (bound)
Documents	–	2,221,600
User Seating	–	1,792
Staff	–	344

Notes:

1. Includes seven small storage rooms on each floor at 150 nasf each; rooms not previously counted in floor summaries.
2. Includes 1,400 gsf (200 each); the small storage rooms.

References:

1.   Oringdulph, Robert E.   "Thoughts On Library Buildings and Their Parts," Library
        Administration & Management, Spring 1990, pp. 71 - 73.

Appendices

APPENDIX A:
SELECTIVE BIBLIOGRAPHY: PLANNING AND
FURNISHING LIBRARY BUILDINGS

HBW Associates, Inc. maintains a current, extensive bibliography on planning library buildings and related subjects. The full bibliography is used in the conduct of several annual workshops presented by HBW. This selective bibliography includes a selection of the principal publications used by the consultants in planning new, expanded and renovated library buildings.

AUTOMATION AND LIBRARY BUILDINGS/EQUIPMENT

Boss, Richard W. **Information Technologies and Space Planning for Libraries and Information Centers**, G. K. Hall, 1987.

An excellent book that will help guide library planners and designers to plan for tomorrow's information technology today. The book presents detailed space requirements for automated library systems, compact storage, microform storage and equipment, optical media and telefacsimilie equipment.

Matthews, Joseph R. **Choosing An Automated Library System: A Planning Guide**, American Library Association, 1980.

Nelson, Nancy Melin, "Library Workstations: A Survey of Available and Software Applications," Library Technology Reports, American Library Association, January–February, 1988.

Microcomputer-based workstations are routinely used in today's libraries to complete administrative tasks, provide support for technical processing activities, access mainframe and CD-ROM databases for interlibrary loan and reference work, and to provide patron access to library holdings. This issue of Library Technology Reports describes the common-used workstations (i.e. configuration of input and output hardware, terminal model or hand-wiring, and printer) and projects a description of the future workstations. An excellent overview to introduce planners to library workstations.

BARRIER-FREE PLANNING

ANSI **Specifications for Making Buildings and Facilities Accessible To and Usable by Physically Handicapped People**, American National Standards Institute, 1980.

BOCA **Basic Building Code Handicapped Access Provisions Illustrated; A Manual...** Building Officials and Code Administrations International, 1980.

Strom, Manyalls G., editor.___**Library Services to the Blind and Physically Handicapped**, Scarecrow Press, 1977.

> See pp.159-178 regarding architectural and barrier-free considerations.

National Library Service for the Blind and Physically Handicapped, **Planning Barrier-Free Libraries: A Guide for Renovation and Construction of Libraries Serving the Blind and Physically Handicapped Readers**, Library of Congress, 1981.

Vellman, Ruth A. **Serving Disabled People: An Information Handbook for All Libraries**, Bowker, 1979.

FURNISHINGS AND EQUIPMENT

Lushington, Nolan. "Designed for Users [Library Chairs]." <u>Wilson Library Bulletin</u>, October, 1981.

> Chair selection for use in public areas is a major purchase and adds greatly to user comfort. Care is required in making that selection.

Pierce, William S. **Furnishing the Library Interior**, Dekker, 1980.

> One of the best books on library furnishings; includes sample specifications. All major areas of furniture are included.

"Special AL Report on Library Furniture," <u>American Libraries</u>, April 1988.

> This special report on contemporary furniture includes critical articles by library building consultants, designers and architects. It concludes with photos of a number of new furnishings lines and installations including pre-manufactured and custom.

GENERAL LIBRARY BUILDING, PLANNING AND PROGRAMMING

Association of College and Research Libraries, College Library Standards Committee. "Standards for College Libraries, 1985." <u>College and Research Libraries News</u>, May 1985.

> Draft of the latest revision of the "standards" for determining the sizes of college library staffs, collections and facilities. Formula C for library space is significantly changed.

Boll, John J., "To Grow or Not to Grow? A Review of Alternatives to New Academic Library Buildings," **Library Journal Special Report #15**, Bowker, 1980.

> A compact review of the alternatives for collection growth and storage, with a comprehensive bibliography.

Dahlgren, Anders, **Planning the Small Public Library Building**, (Small Libraries Publication No. 11) American Library Association, 1985.

> An excellent introduction to all aspects of a public library building project.

Ellsworth, Ralph E. **Academic Library Buildings: A Guide to Architectural Issues and Solutions**, Colorado Associated University Press, 1973.

> An excellent text, filled with photographs, floor plans and critiques.

Fraley, Ruth A. and Carol Lee Anderson. **Library Space Planning: How to Assess, Allocate and Reorganize Collections, Resources and Physical Facilities**, Neal-Schuman, 1985.

> The authors offer consultants' views for successful space configurations and a systematic method for obtaining them within existing facilities. They take planning from the initial assessment stages to the final reorganization steps, including sample bid specifications and bids for services.

Lushington, Nolan and Willis N. Mills, Jr., **Libraries Designed for Users**, Library Professional Publications, 1980.

> Also see his column, "Designed For Users," in <u>Wilson Library Bulletin</u>.

Metcalf, Keyes D. **Planning Academic and Research Library Buildings**, Bowker, 1966; and

Oringdulph, Robert E. "Thoughts on Library Buildings and Their Parts." <u>Library Administration and Management</u>, Spring 1990.

Weber, David C. and Philip D. Leighton, editors. **Planning Academic and Research library Buildings**, American Library Association, 1986.

> This original work (Metcalf) and the second edition (Weber and Leighton) represent the most complete works on planning academic and research libraries. Both books are useful for any type of library building.

Waters, Richard L. "The Library Building Tomorrow," <u>Library Trends</u>, Fall, 1987.

> A library consultant's view of the future library building, and the conditions that will impact upon its design and use.

LIBRARY INTERIORS

Cohen, Aaron and Elaine Cohen. **Automation, Space Management, and Productivity: A Guide for Librarians**, Bowker, 1981.

Draper, James and James Brooks. **Interior Design for Libraries**, American Library Association, 1979.

Fraley, Ruth A. and Carol Lee Anderson. **Library Space Planning: How to Assess, Allocate and Reorganize Collections, Resources and Physical Facilities**, Neal-Schuman, 1985.

LIBRARY LIGHTING

Kaufman, John, editor and Howard Haynes, associate editor. **IES Lighting Handbook Application Volume**, Illuminating Engineering Society of North America, 1981.

> Includes tabulations, illuminance categories and values, and unit power densities for various library functions. Briefly defines the variety of seeing tasks and spaces in libraries and outlines the particular considerations to be taken into account in designing the lighting system for each.

Waters, Bradley A. and Willis C. Winters. "On the Verge of a Revolution: Current Trends in Library Lighting," _Library Trends_, Fall, 1987.

> A good overview, including examples of recent library buildings. An extensive bibliography is included.

LIBRARY SECURITY, SAFETY, CONSERVATION, DISASTER PREPAREDNESS

Brawner, Lee B. and Norman Nelson. "Improving Security and Safety for Libraries," _Public Library Quarterly_, Spring, 1984.

Gandert, Slade R. **Projecting Your Collection: A Handbook, Survey and Guide for the Security of Rare Books, Manuscripts, Archives and Works of Art,** _Library & Archival Security Series_, 1982.

Healy, Richard J. **Design for Security,** 2nd ed. John Wiley & Sons, 1983.

Library & Archival Security. (Quarterly), The Haworth Press.

Morris, John. **The Library Disaster Preparedness Handbook,** American Library Association, 1986.

> The author, a loss control consultant, reviews preventive measures and disaster recovery plans for all types and sizes of libraries. Included are chapters on designing library building for safety, security,preservation and insurance/risk insurance.

SIGNAGE/GRAPHICS

Mallery, Mary S. and Ralph E. DeVore. **A Sign System for Libraries.** American Library Association, 1982.

> This book describes signage in the public libraries located in Western Maryland.

Pollet, Dorothy and Peter C. Haskell. **Sign Systems for Libraries; Solving the Wayfinding Problem,** Bowker, 1979.

> One of the best books on signage, wayfinding, graphics and related.

White, Ken. **Bookstore Planning and Design.** McGraw-Hill, 1982.

> Effective merchandising, display techniques that can be adapted to libraries.

SITE SELECTION FOR PUBLIC LIBRARIES

Lynch, Kevin. **Site Planning**, 2d ed. MIT Press, 1971.

> Not a "library site" work, but a through general, professional, treatise on building placement, technicalities and issues as an introduction to the topic.

Robinson, William C. "The Utility of Retail Site Selection for the Public Library." <u>Occasional Papers No. 122</u>. University of Illinois Graduate School of Library Science, March 1976.

Rohlf, Robert H. and David R. Smith, "Public Library Site Selection," <u>Public Libraries</u>, Summer, 1985.

"Site Selection," **Library Buildings: Innovation for Changing Needs**, American Library Association, 1972.

Waters, Richard L. "Special Report: Siting the Public Library," <u>Wilson Library Bulletin</u>, December 1975.

Wheeler, Joseph L. "The Effective Location of Public Library Buildings," <u>Occasional Papers No. 85</u>. University of Illinois Graduate School of Library Science, 1967;

> and

> "A Reconsideration of the Strategic Location of Public Library Buildings," <u>Occasional Papers no. 85</u>. University of Illinois Graduate School of Library Science, 1967.

> The above two works by Wheeler represent the major works on locating public library buildings. Although dated, they are still frequently cited.

APPENDIX B:
LIBRARY SHELVING PLANNING GUIDELINES

WOOD SHELVING
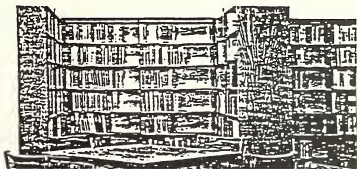
Wood shelving is used sparingly in libraries because of its cost and inefficiency. It is often limited to accent or prestigious areas, like rare book rooms. The shelving is generally 3' wide, adjustable and hung on inserts in a wooden box frame. It is available in single- or double-faced sections, customarily providing shelves in 8", 10" or 12" depths, plus special shelving for periodicals, children's books, etc. The wood shelving is generally available in three heights, i.e. 60" with base and four adjustable shelves, 72" with base and six adjustable shelves, and 82" with base and six adjustable shelves.

Wood shelving is about one-third more expensive than steel, bracket-type shelving. It is less efficient because it uses the same floor space but has limited vertical storage space due to its requirement for a top or cornice to complete it structural case. Depending on the height of books being shelved, sometimes only six shelves can be used in a section while the steel-bracket shelving section can hold seven shelves of the same material. Multiplied over several ranges, this can be a significant consideration.

METAL SHELVING

1.   Bracket or cantilevered steel shelving

SINGLE FACE   DOUBLE FACE

STARTER BAY   EXTENSION BAY   STARTER BAY   EXTENSION BAY
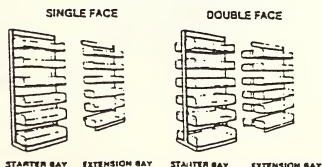
This is the most widely used and universally
satisfactory type of shelving for all types of
libraries. It is the least expensive, most flexible
and most efficient (largest capacity and lightest
weight) shelving of those discussed here. Choices
exist in finishes, appearances (closed base, open base,
accessible base for electrical/data outlets, T base),
sizes, heights and accessories including inserts to
hold many types of material.

The shelving consists of slotted steel uprights or
posts bolted or welded together and attached to top
stretchers and bases to form a frame. Shelves, fitted
with end brackets, are hooked into the slots in the
uprights. Steel shelving with bolted frames require
sway braces (with turnbuckles for adjustment) in every
fourth or fifth section to provide longitudinal
stability; welded frames (while usually more expensive)
do not have a problem with longitudinal stability. The
standard shelf length is 36" and most library building
modules are designed for this length.

Heights vary from counter height @ 42-48", medium @ 52-
60", intermediate @ 66-78", high @ 88-90" and extra
high @ 100-112". The most commonly used heights are
42" with base and two adjustable shelves, 60" with base
and four adjustable shelves and 90"h with base and six
adjustable shelves. Step stools or ladders are
required to reach the shelves in excess of 90" so they
are not used in the public areas because of safety
precautions. The taller shelves (88"-90")require
stabilizing cross bars from one double-faced section to
the next, or from a single-faced section to the wall.

Nominal shelf depths are generally 8,10 or 12" while
the actual depths are one inch less. The "missing
inch" is in the back of the shelf between the uprights.

Shelf tops or canopies are normally installed on the
counter height shelving.

2. Closed or case-type steel shelving

SINGLE FACE   DOUBLE FACE

STARTER BAY   EXTENSION BAY   STARTER BAY   EXTENSION BAY
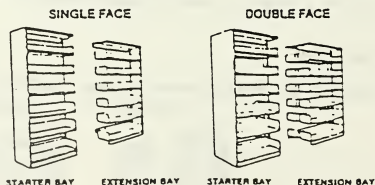
This shelving provides a neat appearance with a closed or canopy top and is structurally stable. It is preferred in many special libraries, such as law or medicine, where variations in book heights are few. It is more expensive than steel-bracket shelving, provides less shelving capacity due to the closed top and has generally fewer special purpose shelves available.

3.   **Storage, utility or archive-type steel shelving**
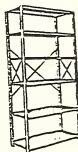
This type of shelving is not suitable for housing library materials but it is useful and economical for bulk storage, supply storage, receiving rooms and the like. Available in 36" or 48" widths; depths of 12, 18 or 24"; closed or open backs; standard heights of 75 to 90". It can hold up to eight shelves.

COMPACT SHELVING
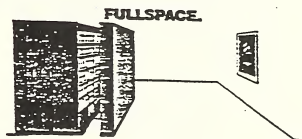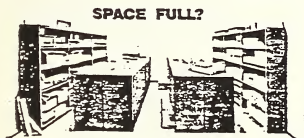
Compact shelving eliminates the "extra" aisle between the rows of infrequently used stacks in order to save floor space. The shelving is mounted on a track system which allows for an aisle to be placed between any two stacks while the other stacks are pushed tightly together. The tracks can be recessed into the floor or surfaced mounted and either manually or electrically operated.

Conventional fixed book stacks with aisles utilize only about 30-35% of the space they occupy. Compact shelving generally stores twice as many volumes as conventional shelving in about one-third the space. Compact shelving costs approximately three times more than conventional shelving and adds to the construction cost of the building because extra floor loading capacity must be designed into the building. (Floor loadings vary from 80-100# for office buildings, 120-135# for library general stack areas, 150-200# for raised floor areas and 250-300# for compact shelving areas.) The level of efficiency will vary depending upon the equipment selected, building module, size of building columns and installation method selected, but for general planning purposes, a minimum of 25 volumes per sq. ft. can be calculated.

PLANNING GUIDELINES FOR LIBRARY SHELVING

Adult Collections_____

Books
Circulating   1 SF per 10 books[1]
Reference   1 SF per 10 books[1]

Periodicals
Current Displayed Issues   1.5 SF per issue
Backfile, Bound   1 SF per 10 volumes
Backfile, Film   .09 SF per roll
Backfile, Fiche   1 SF per 200 sheets

Audiovisual
Audiocassettes   1 SF per 30 tapes
Videocassettes   1 SF per 20 cassettes
Compact Disk (CD) Recordings   1 SF per 30 discs

Special Items
Maps & Prints   40 SF per map case
Vertical Files   15 SF per cabinet
Picture Files   15 SF per cabinet
Uncataloged Paperbacks   1 SF per 20 paperbacks
College Catalogs   1 SF per 20 catalogs

Children's Collections_____

Books
Circulating Fiction/
Non-Fiction   1 SF per 20 books
Circulating Easy/Picture   1 SF per 30 books
Reference   1 SF per 10 books

MAXIMUM CALCULATIONS FOR STEEL SHELVING

Assuming steel shelving with 36" to 42" aisles, the following calculations are generally used to compute maximum shelving capacities. Actual capacities will vary depending on aisle width and cross aisles.

			Capacity in Volumes		
Type of shelving	# shelves	Linear ft.	Adult	Youth	Easy Books
90"h, single faced	7	21	150	160	na
90"h, double faced	14	42	300	320	na
60"h, single faced	5	15	125	150	300
60"h, double faced	10	30	250	300	600
42"h, single faced	3	9	75	85	180
42"h, double faced	6	18	150	170	360

DETAILED LINEAR FEET PLANNING BY TYPE OF MATERIAL

Type of Material	Vols/Items per Linear Foot
General adult trade books	8 volumes
Reference, art, bound periodicals, oversize books	5 volumes
Children's picture or easy books	15 volumes
Paperback books	13 volumes
Videocassettes	7 items

BOUND VOLUME EQUIVALENTS

Shelving or housing for materials other than bound volumes is commonly calculated on a bound volume equivalency basis as follows:

Type of Material	Volume Equivalency Factor
Bound volume	1.0
16 mm and 8 mm film reel	1.0
Film strip	0.25
Microfilm reel	0.25
Microfiche and card (each)	0.01

SHELVING PATTERNS

On the following pages are seven different shelving patterns. The shelving cost per book for diagrams 1-6 is calculated on the basis of the cost of compact shelving only.

;,984 sf in this pattern.
12" clear aisle space
48" end aisle space
24" end panels

Open Stacks:
Base + 5 shelves
Shelves 2/3-3/4 full
28 books
2,376 sheives
66,528 books
16.7 books psf
$1.54 shelving cost per book

Closed Stacks:
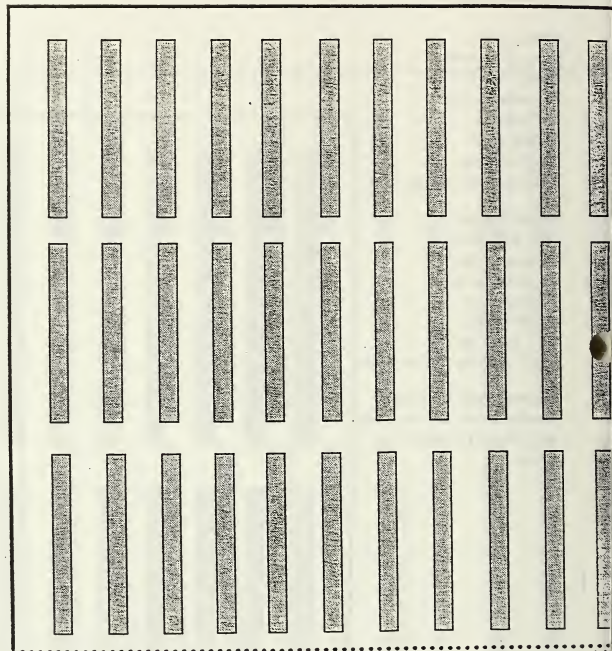Base + 6 shelves
Shelves 3/4 full
30 books per shelf
2,772 sheives
83,160 books
20.8 books psf
$1.23 shelving cost per book
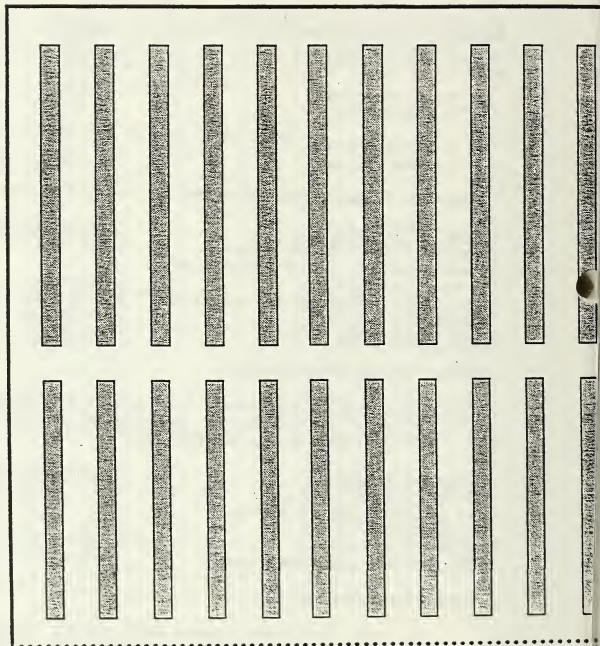
Stack Diagram 1: Double Stacks with 42" A...

Typical Stack Units are
Double Sided, 12" Shelves;
36" Long x 8 Units =
24' Stack

3,616 sf in this pattern.
36" clear aisle space
48' end aisle space
24" end panels

Open Stacks:
Base + 5 Shelves
Shelves 2/3-3/4 full
28 books per shelf
2,376 shelves
66,528 books
18.4 books psf
$1.40 shelving cost per book

Closed Stacks:
Base + 6 Shelves
Shelves 3/4 full
30 books per shelf
2,772 shelves
83,160 books
23.0 books psf
$1.12 shelving cost per book

Typical Stack Units are-
Double Sided, 12" Shelves;
36' Long x 10 Units = 30'
Stack

Typical Stack Units are
Double Sided, 12"
Shelves; 36" Long x 8
Units = 24' Stack
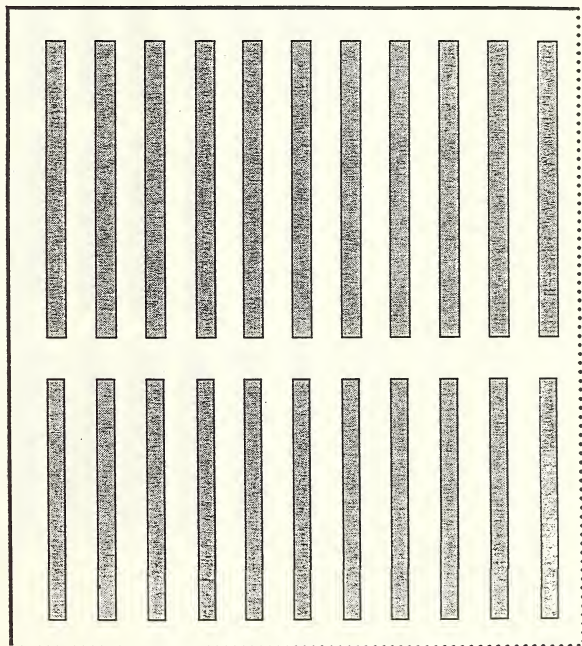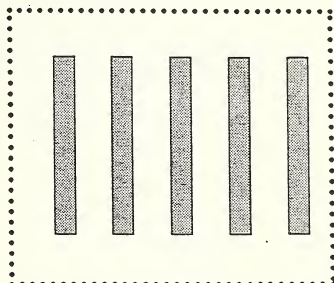

Stack Diagram 2: Double Stacks with 36" Aisle

4,233 sf in this pattern.
42" clear aisle space
48" end aisle space
24" end panels

Open Stacks:
Base + 5 Shelves
Shelves 2/3-3/4 full
28 books per shelf
2,376 sheives
66,528 books
15.7 books psf
$1.64 shelving cost per book

Closed Stacks:
Base + 6 shelves
Shelves 3/4 full
30 books per shelf
2,772 sheives
83,160 books
19.0 books psf
$1.35 shelving cost per book

Typical Stack Units are
Double Sided, 12" Shelves;
36" Long x 6 Units =
18' Stack

Stack Diagram 3: Triple Stacks with 42" Aisle

,842 sf in this pattern.
36" clear aisle space
3" end aisle space
~ ¹" end panels

¡pen Stacks:
~base + 5 Shelves
Shelves 2/3-3/4 full
3 books per shelf
∠,376 shelves
66,528 books
7.3 books per shelf
$1.48 shelving cost per book

¡losed Stacks:
Base + 6 shelves
¬helves 3/4 full
0 books per shelf
2,772 shelves
¬3,100 books
.1.6 books psf
$1.19 shelving cost per book

¹ ypical Stack Units are Double
¬ided, 12" Shelves; 36" Long x 6
¬nits = 18' Stack

Stack Diagram 4: Triple Stacks with 36" Aisles

673 sf in this pattern
42" clear aisle space
48" end aisle space
24" end panels

Open Stacks:
Base + 5 shelves
Shelves 2/3-3/4 full
28 books per shelf
300 shelves
8400 books
12.48 books psf
$2.06 shelving cost per book

Closed Stacks:
Base + 6 shelves
Shelves 3/4 full
30 books per shelf
350 shelves
10,500 books
15.6 books psf
$1.65 shelving cost per book
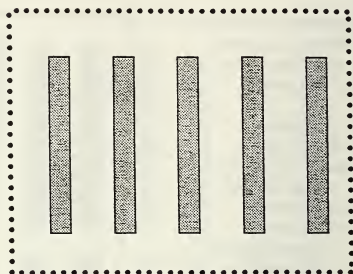
Stack Diagram 5: Single Stack with 42" Aisles

Typical Stack Units are Double
Sided, 12" shelves, 36" Long x
5 Units= 15' Stack

627 sf in this pattern
36" clear aisle space
48" end aisle space
24" end panels

Open Stacks:
Base + 5 Shelves
Shelves 2/3-3/4 full
28 books/shelf
300 shelves
8400 books
13.4 books psf
$ 1.92 shelving cost per book

Closed Stacks:
Base + 6 Shelves
Shelves 3/4 full
30 Books per shelf
350 Shelves
10,500 books
16.75 books psf
$ 1.54 shelving cost per book

Stack Diagram 6: Single Stack with 36" Aisles

Typical Stack Units are Double
Sided, 12"shelves, 36" Long
x 5 Units= 15' Stack

Closed Stack: 572 sf
base + 6 shelves
2 df stationary sections, 5 sections in length
9 df moveable sections, 5 sections in length
770 shelves 3/4 full
30 books per shelf
23,100 books
40.4 books psf
$0.63 shelving cost per book

To accommodate two million books:
  49,505 sf
  x 97.57 psf
_____
$4,830,153 total construction costs

$1,274,892 shelving costs*

*Does not include cost of end panels, if any.
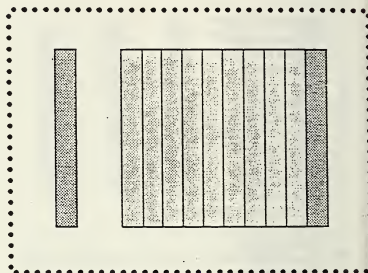
Stack Diagram 7: Compact Stack Unit

Typical Fixed Unit is Double
Sided, 12" Shelves; 36" Units
x5 = 15' Stacks

Typical Moveable Unit is
Double Sided, 12" Shelves
36" Units x 5= 15' Stacks

From Rolf Myller's The Design of the Small Public Library

SPACE BETWEEN THE ELEMENTS
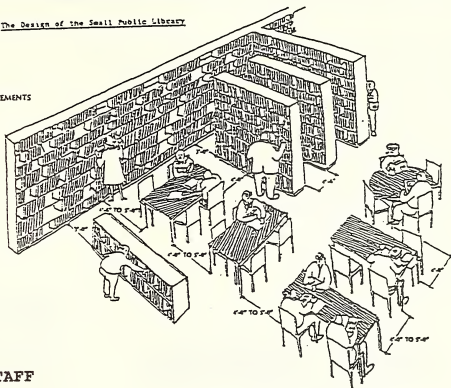
SEATING FOR STAFF

Work station 8x8	65-75 SF per staff
Work station 8x10	80-100 SF per staff
Office/work station for secretary and reception area	125-200 SF per staff
Office/work station for division head	150-200 SF per staff
office area for administrative librarian	200-250 SF per staff
office for director	300-500 per director

STAFF OFFICES AND WORK STATIONS
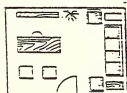
300 NASF   250 NASF   150 NASF   100 NASF   80/90 NASF
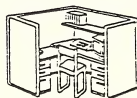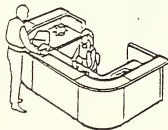
PLANNING GUIDELINES FOR SEATING AND OTHER

| Seating for Users	SF per each
adult/youth @ reading/conference table	25
adult/youth lounge seating	40
adult youth @ carrel or index table	35
microfilm reader	35
adult/youth audiovisual, typing or electrified carrel	45
seating in auditorium/lecture rows	15
young children @ reading table	20
young children @ floor seating	10
four-person table	100
bench (2 seats)	10

Ideally, a maximum of four readers per table is best.

The fewer the readers per table, the fewer the supervision problems.

Best orientation to windows is when no reader has to face light.

The longer the tables, the less aisle space is required.
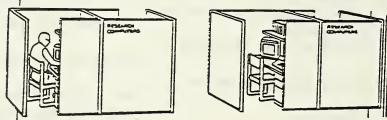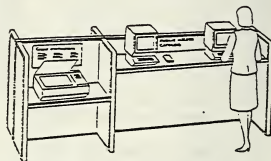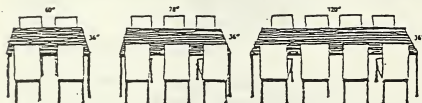

Storage	
file cabinet, vertical or lateral	18
microfilm cabinet	15
card catalog: free-standing 60-drwr unit	45
built-in 60 drwr unit	21
flat files for maps	40

Other Storage	
free-standing dictionary stand w/aisle and user in front	25
free-standing atlas with aisle and user in front	35
index table (4'x9') with 3 seats on two sides	140
audio visual cabinet with drawer extended and user in front	20
public work/service station (circulation/reference)	100-150 SF per staff

References:

1.   Gross or preliminary calculations. Assuming the majority of the stacks will be 90" high
        steel shelving with 42" barrier-free aisles and an average of 8 volumes per linear foot,
        calculate 10 volumes per assignable (NET) square foot. This figure has flexibility for the
        collection to grow with minimal shifting since it assumes that the shelves are 75% full.
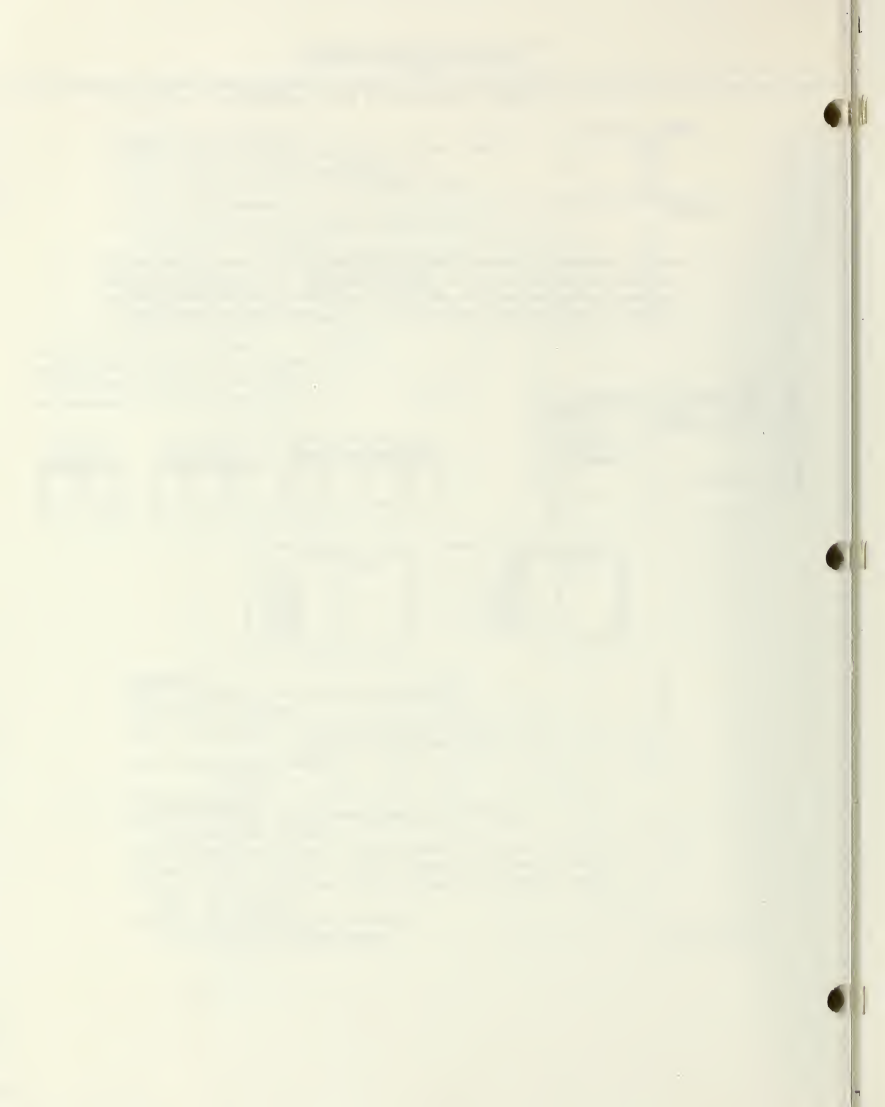
APPENDIX C:
STANDARD EQUIPMENT AMPERAGE ESTIMATES

Equipment	Amperage
Electric typewriter	1.2
Memory typewriter	2.0
Adding machine	1.9
Calculator, small w/charger	0.07
Task lighting	0.35
100 watt light bulb	0.8
Dictating machine	0.25
Clock	0.03
Pencil sharpener	1.0

EQUIPMENT AMPERAGE, NEWER TECHNOLOGY

Equipment	Amperage
Word processor (dedicated circuit required)	3.0-5.0
Transcriber	0.2
Tone input system	0.4
MTS composer	1.5
Memory composer	2.0
Computer terminal	2.0
Modem	1.0
Printer (dedicated circuit required)	1.5-3.0
Photocopier (dedicated circuit required)	12.0-15.0[1]
Telefacsimile	0.5
Microfiche reader	1.0-1.75
Microfiche reader/printer	10.0
Microfilm readers (manual)	1.0+
Microfilm readers (motor driven)	2.5
Microfilm reader/printer	15.0+
Tape recorder	0.07
Videocassette player	1.0
Television (depending on model)	5.0+

Notes:

1. This is for a small office copier. Large machines may require multiple circuits.

APPENDIX D:
ELECTRONIC SECURITY FOR LIBRARIES,
PHYSICAL PLANT AND
LIBRARY PERSONNEL

An electronic security system is capable of alerting the proper person or agency of any changing situation in or around the library building. The situation can range from the unauthorized opening of a door to a natural gas leak to a refrigerator not working properly.

If an employee is in a potentially dangerous situation, help may be summoned immediately. It is comforting to know that library staff may call for help even while walking to their car in the parking lot/garage.

ELECTRONIC SECURITY SYSTEM OPTIONS

The following is a general guide of the types of security equipment, their function, and where they may be used:

1. Master Control Panel and Keypad.

    This is the brain of the library security system. A multi-zoned panel should be utilized so that it immediately knows where there has been a compromise in the system. It also affords the flexibility to meet changing situations as they arise. A specific manufacturer and/or the number of zones required will depend on the requirements of the building.

    The master control can also monitor the time for opening and closing, and by which employees. Security personnel (or others) may set time perimeters for opening and closing. If these are not met, a central station monitoring facility will notify the proper person to determine the reason, and can also determine if authorities need to be dispatched.

If a break-in occurs, the library's alarm company's central station will dispatch the proper authorities after determining that a mistake was not made and then inform the library's list of emergency contacts of the action taken.

The library will have control of the security system through one or more push-button key pads. The act of activating, de-activating, by-passing zones, sending an ambush/duress signal and testing of the system will be accomplished through the key pad. It is a companion to the master control.

2. Perimeter Protection Devices.

   a. Magnetic switches are used to protect against unauthorized open doors, open windows, skylights, overhead dock doors or roof hatches.

   b. Fixed glass may be protected by vibration sensors attached to the window or sound discrimination mounted on nearby walls, ceilings, and columns. The older method of foil strips around the perimeter of glass still works, but is a high maintenance item and is not particularly pleasing to the eye.

   c. Skylights may be protected by all of the above, plus mercury tilt switches or the lacing of wire across the opening.

3. Internal protection may take a myriad of forms dictated by the physical aspects of the library facility and the goals to be accomplished.

   a. Motion detectors offer a wide range of patterns and distances to meet most needs. The dual technology type, passive infrared/microwave or ultrasonic are very stable and virtually free from random activation. In some areas an infrared beam or dual beam may be the proper device to use.

   b. Magnetic switches may be utilized on some sensitive areas, like interior doors, and may be left on during operating hours if desired.

    c.   For temporary situations a wireless transmitter can be tied into the system to give the library complete flexibility for galleries or other "special" locations where valuable resources are housed and/or on display. Temporary wireless devices can be used with magnetic switches, motion detectors, glass breakage devices or most other security equipment.

    d.   An electronic security system can monitor the temperature in the library building, or even in a refrigerator; and if it goes out of a normal range, the central security station will inform library security personnel. The monitoring of the pressure in the air conditioning freon lines may allow staff to call for service at night to avoid a hot environment the next morning.

4.   Personal protection is of the utmost importance to the library staff's well-being and employee morale.

    a.   At the entry/exit locations where there is a key pad, plan the system with provision for an ambush/duress code to be entered which will summon help if staff is forced to arm/disarm the system.

    b.   The inclusion of fixed panic buttons in areas where trouble could occur is vital.

    c.   Wireless portable panic buttons may also be incorporated. These are especially useful for those staff members who open/close the facility at night/early in the morning, and who may have a lonely walk to their cars. They may also be used during special exhibitions for security personnel in the sensitive areas.

5.   Special events coverage has been discussed in conjunction with some of the devices above, but to be more specific:

     a.   An art exhibition will likely require special attention. Often, velvet ropes are used to keep the public a prudent few feet from the objects. The security system may also incorporate a passive infrared motion detector with a curtain pattern in this safe corridor so if someone tries to get too close an alarm is sounded, alerting the security personnel. Infrared beams may also be used, but are more easily circumvented.

     b.   Wireless transmitters connected to magnetic switches or vibration/tilt devices may be connected to free-standing pieces for extra protection.

     c.   Additional wireless smoke/heat sensors may also be added to special exhibit rooms if deemed necessary.

6.   Fire protection for public places is controlled by local codes. It is recommended by the consultants that the library consider more than the code requires for optimum library protection. Considerations include:

     a.   Full Sprinkler System with Flow Valve Sensors.

     b.   Smoke Detectors.

     c.   Heat Sensors.

     d.   Gas Sniffers.

     e.   HVAC Management in case of fire.

     f.   HVAC Duct Smoke Detectors.

     g.   Fire Extinguishers.

     h.   Pull Stations.

CONCLUSIONS

It may be unfortunate that a library building has to be planned with security issues in mind. Nonetheless, a building that is planned and designed without taking into consideration the full range of security issues and problems--and how they can best be addressed--will not be a completely viable facility, and will not be used as extensively as it should be. Architects and interior designers are reminded that the staff and library materials--the collections of books, periodicals, audiovisual items--are the most important and most valuable resources the institution owns. A well-planned, total security system is a small investment to protect such valuable resources.
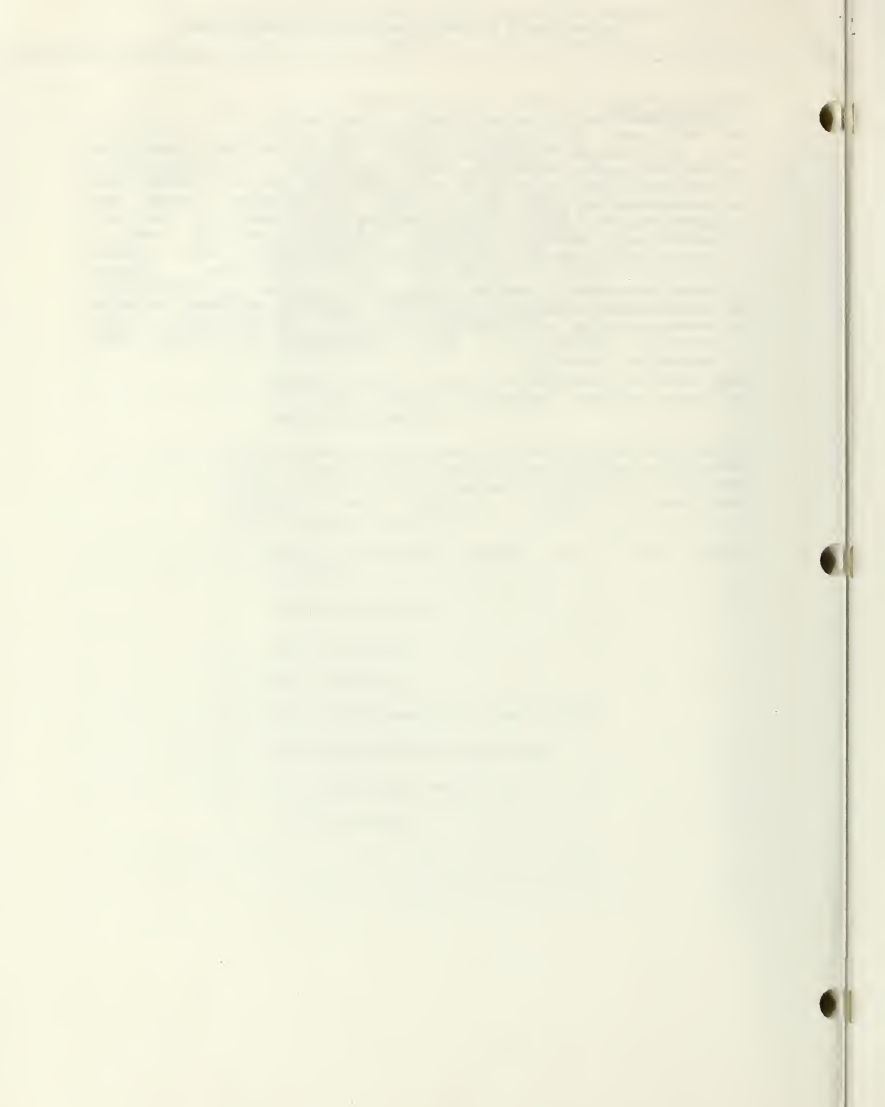
APPENDIX E:
CONSERVATION AND PRESERVATION LAB

The furniture and equipment items listed below are needed for an adequate library conservation and preservation.

FURNITURE AND EQUIPMENT RECOMMENDATIONS

Furniture	Quantity
1. Movable work benches;Style A;8'x 4'	4
2. Fixed work benches;Style B;10'x 6'	1
3. Movable work benches;Style C;6'x 3'	2
4. Built-in work benches with sinks;8'x 3'(approx.)	
5. Fixed work bench;examination area-8'x 3';	1

Major Equipment	
1. Vagelli board cutters	2
2. Mintor Ultra-sonic welder	1
3. Board creaser	1
4. Fume Hood; 6'	1
5. Soft-spray unit Wei-to	1
6. Microscope on stand	1
7. Ph meter	1
8. One standing press	1
9. One nipping press	1
10. Suction table	1

Cabinets   Quantity

1.   Cabinets and drawers under examination area.

2.   Cabinets and drawers under washing area and sinks.

3.   Custom built shelves under large work top (B).

4.   Wall cabinets;3'x 2'   8

5.   Map drawers;4'x 6" x 3'x 6"   (5 drawers each) 2

Special Features

1.   Security system on doors of the lab.

2.   UV filters on lights.

3.   Venting system for Fume Hood and Soft-spray system,
      maybe could be combined.

4.   Strip outlets along walls.

5.   H/C water system to Fume Hood as well as sinks.

6.   No need for special five suppression system.

2